

Position Description



Title: Summer Camp Cook (Any Language)	Location: Bemidji, Minn.
Division: Language Villages	Supervisor title: Culinary Arts Manager, Summer Camp Head Chef
Department: Culinary Arts	Date: December 15, 2025
Number of months: Varies:1-5	FTE: 0.04
Org code:	
General employment period: Varies: May - September	
General work schedule (days of the week): Varies; includes days, evenings, and weekends	
General shift hours: 8-10 hours/day based on program needs	
Minimum salary: \$650/week	
FLSA status (determined by HR review): Seasonal Recreation Exempt	
Position # (determined by HR review):	

The following are essential functions of this position and not intended to be all -inclusive. An employee may be directed to perform other reasonable job duties and responsibilities. The College reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Position summary

Under the direction of the Culinary Arts Manager, Summer Camp Cooks will work together to prepare culturally appropriate food for the villagers and staff. This position will assume full kitchen responsibilities in the absence of the Summer Camp Head Chef and may be asked to assist with all kitchen management duties, including inventory, ordering, and kitchen staff supervision.

Position responsibilities

(Employees must be able to perform these essential functions with or without reasonable accommodation)

Food Preparation & Kitchen Operations

- ✧ Prepare culturally appropriate recipes
- ✧ Assist the Summer Camp Head Chef with menu changes based on program needs
- ✧ Assist Summer Camp Head Chef with purchasing food supplies as needed following guidelines set by Concordia Language Villages.
- ✧ Prepare and serve meals with the assistance of the other kitchen staff, ensuring food quality, safety, and timeliness
- ✧ Maintain a clean and sanitary kitchen environment in accordance with Minnesota health and safety regulations.

Leadership & Supervision

- ✧ Supervise, mentor and provide feedback to kitchen staff
- ✧ Assist with kitchen scheduling as needed
- ✧ Model professional behavior, teamwork, and a positive work environment

Professional Skills

- ✧ Follow organizational policies, procedures, and safety standards
- ✧ Communicate clearly and appropriately with staff and leadership
- ✧ Manage competing demands and adapt to frequent change typical in a camp environment

Essential Functions of Positions Related to Culinary Arts

Ability to stand, use hands/fingers (dexterity) and lift up to 10 pounds continuously; walk, work in extreme heat, hear and listen, reach with hands and arms and lift up to 25 pounds frequently; sit, stoop, kneel, crouch; work with chemicals, work around noise, work in dirt/dust, work in extreme cold occasionally; operate kitchen equipment safely; determine the cleanliness of dishes, food contact surfaces and kitchen area; comply with Minnesota Food Code in food preparation; maintain appropriate inventory of food and supplies, work with the foods used to prepare our international cuisines without impact upon the worker's physical health.

General Responsibilities and Essential Functions

The following responsibilities apply to all Concordia Language Villages positions and are considered essential in addition to the position-specific duties outlined above.

General Responsibilities for All Positions

- Be familiar with and abide by specific policies set forth in the “Personnel Policies,” which are designated by Concordia Language Villages administration and individual Village deans.
- Read and become familiar with the responsibilities for your specific area of assignment.
- After receiving your Staff Handbook and other material, read all the information carefully and thoroughly before arriving at the Village.
- Report to orientation prior to your first session as designated by your staff agreement.
- Assist with setting up the Village, preparing for the next session, and maintaining the Village throughout the session.
- Speak the target language with villagers and staff members as much as possible.
- Live in community living arrangements, assigned according to gender; nearly all positions include living and sleeping in a cabin or other housing unit with villagers (participants) of the same gender; positions that do not include living with villagers do include living with other staff members of the same gender.
- Be prepared to use shared bathroom facilities assigned according to gender; shower and toilet stalls are private but situated within common bathroom areas shared with other staff and villagers.
- Model standards for behavior and be sensitive to the health and welfare of the villagers.
- Remain one day after your final session for cleanup, inventory, and evaluation of the program.
- Be at least 16 years of age to be considered for a staff position.
- Be at least 18 years of age to be considered for a staff position if you are not a United States citizen.

Essential Functions of All Positions

- Emotional resiliency and cognitive abilities to carry out job responsibilities specifically in the busy, noisy, communal environment that is the Village.
- Ability to establish and maintain appropriate professional relationships.
- Ability to exercise good judgment and manage your own needs in order to maintain a youth-centered program.
- Interpersonal skills to interact effectively with individuals and groups in respecting social and cultural diversity and to maintain appropriate boundaries.

Provision of essential functions helps assure compliance with the Americans with Disabilities Act (ADA).

Reporting relationships

Leadership: Culinary Arts Manager, Kitchen Manager, Summer Camp Head Chef

Leadership provided to: Summer Camp Kitchen Helper

Specifications

Minimum Education/Experience:

- Must be at least 18 years of age
- Interest in cooking and preparing culturally appropriate food

Skills and abilities:

- Willingness to learn and grow in culinary and leadership skills
- Strong interpersonal and communication skills
- Exhibits maturity & good judgment
- Demonstrate adaptability in changing situations
- Ability to work in a culturally diverse environment

Preferred Qualifications:

- Experience with quantity cooking at a camp, resort or public or private institution
- Culinary-related major or minor, or equivalent experience
- Experience with planning menus, ordering food and supplies
- Oral proficiency in the target language
- Previous Concordia Language Villages or camping experience

Employment contingencies :

General Background Check

Essential staff position meaning, this position is determined to be essential to the operation of the college during times of emergency or when the College may be closed for various reasons. Hence, this position could be expected to remain on duty or, if not on duty, to report for duty when such emergencies or other closings occur. Is this an essential staff position? **Yes**

Physical/Mental/Visual Requirements

Physical and environmental job requirements	Amount of time			
	Rarely	Less than 1/3 (Occasionally)	1/3 to 1/2 (Frequently)	More than 2/3 (Constantly)

Physical requirements				
Sitting – required to sit for extended periods of time without being able to leave the work area.	X			
Standing – required to remain on feet in an upright position for continuous periods of time without being able to leave the work area.			X	
Walking – required to walk considerable distances in the facility during the course of work.			X	
Lifting – required to raise or lower objects from one level to another regularly.				
Up to 10 lbs				X
11-20 lbs		X		
21-30 lbs		X		
31-50 lbs		X		
51-75 lbs (team lift as appropriate)	X			
76-100 lbs (team lifting required)	X			
Carrying – required to carry objects in arms or on the shoulder.		X		
Pushing – required to exert force up to ____ lbs so that an object can be moved away.		X		
Pulling – required to exert force up to ____ lbs so that an object can be moved towards employee.		X		
Climbing – required to climb and work in overhead areas.	X			
Balancing – required to move between objects or work in overhead areas.	X			

Stooping – required to bend forward by bending at the waist.		X		
Kneeling – required to move or support self on knees.		X		
Crouching – required to bend the legs or spine.		X		
Crawling – required to work in confined space and move about on hands and knees.	X			
Reaching – required to use hands and arms to reach for or place objects.				X
Feeling – required to discriminate between varying textures.		X		
Grasping – required to pick up objects with fingers.			X	
Repetitive Motion – required to perform same movement.			X	
Eye, Hand, Foot Coordination – required to coordinate the eyes, hands, feet with each other in response to visual stimuli.			X	
Motor Coordination Skills – required to coordinate eyes, hands and fingers rapidly and accurately and handle precise movements.			X	
Color Determination – required to identify colors through vision.	X			
Near Acuity – required close, clear vision with or without correction.	X			
Depth Perception – required to distinguish depth.			X	
Tasting – required to distinguish differences in quality of flavors using the tongue.				X

Smelling – required to distinguish differences in quality or type of odors using the nose.				X
Workplace Environmental Conditions				
Noise Conditions – exposed to sound levels sufficient enough to cause hearing loss or fatigue.	X			
Extreme Heat – exposed to high temperatures that result in significant body discomfort.			X	
Extreme Cold – exposed to low temperatures that result in significant body discomfort.	X			
Vibration – exposed to repetitive vibrations.		X		
Atmospheric Exposures – exposed to dusts, fumes, vapors or mists, or low/poor air quality that could affect health.		X		
Other				

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position. Position description is open to changes at any time as determined appropriate by management.