



Carolina Cross Connection 2010 Camp Cook Application

In order to be considered for employment, this application must be completed in full, and postmarked by April 19, 2010. Please type, or print clearly with blue or black ink.

Minimum Qualifications for Employment

- Must be available for employment during one or all of the CCC Mission Weeks (if possible, we will hire cooks who are available to work each day of the four mission weeks).
- Must be 21 years or older.
- Must have transportation to and from CCC locations. CCC does not have use of the facilities during our 'off-weeks'; we cannot guarantee a place to stay during non-mission week times.
- Must agree to schedules, work duties, and expectations as outlined in this application.
- Must have experience cooking for large groups of people, and have an understanding of special sanitary practices necessary in the kitchen and dining halls.

Name

Home Address

City

State

ZIP Code

Phone

E-mail

[Complete this section only if you are a college](#)

School Address (if you are away from home in school, please supply this info.)

City

State

ZIP Code

Phone

E-mail

Date of Birth

Social Security Number

Drivers License Number, if applicable

Issuing State

School or Employer

Home Church - City and State

Location Preference

Please indicate your preference(s) for which location(s) you'd like to serve. If marking multiple locations, please indicate first, second, etc. preference.

Camp Carolwood

Joshua Youth Camp

Camp Loy White

West Wilkes Middle School

Camp McCall

Mission Week Preference

Please indicate the weeks you would be available to work

Week 1, June 13-19

Week 2, June 27-July 3

Week 3, July 11-17

Week 4, July 25-31

References

Cook hopefuls, who would be employed by CCC for the first time in 2010, please provide us with the name, address, and telephone numbers of three reference persons. Please also tell us your relationship with these persons.

Name

Home Address

City

State

ZIP Code

Phone

Relationship

Name

Home Address

City

State

ZIP Code

Phone

Relationship

Name

Home Address

City

State

ZIP Code

Phone

Relationship

Please answer the following questions on a separate sheet(s) of paper

1. Why do you want to work as a cook for CCC?
2. Please list and describe your previous food service work experiences (including past CCC employment). How will these experiences help you in serving as a cook at CCC this summer?
3. Will you need a place to stay at CCC, or will you commute from your home each day?
4. As described in the enclosed materials, there are several work options as a cook — handling the cooking duties alone, sharing the cooking duties with another (split pay), taking on the responsibilities of the jr. staff, in addition to those of the CCC cook, while splitting the total duties and total pay with a partner in the kitchen. Which option do you prefer? If you choose to have a cooking partner, who is this person (have them complete a cook application, and submit them together)?
5. Will you have any problems fulfilling the responsibilities of the CCC cook? Will you be able to work fully within the listed work schedule? If you have problems with the responsibilities or the schedule as described in the packet accompanying this application—please explain those conflicts.

Background Information

At Carolina Cross Connection we are committed to ensuring that our camps and our program are a safe environment for all participants and staff. For that reason, please answer the following questions and provide the requested information. Circle the appropriate answer.

- | | | |
|--|-----|----|
| 1. Do you meet all the minimum qualifications for this position? | YES | NO |
| 2. Have you read and understood the job descriptions and other enclosed material? | YES | NO |
| 3. Have you ever been charged or convicted with a felony? If yes, please explain. | YES | NO |
| 4. Have you ever been charged or convicted with a drug/alcohol offense? If yes, please explain. | YES | NO |
| 5. Have you ever been charged or convicted of any sex-related or child abuse offense? If yes, explain. | YES | NO |

I certify that all the information on this application is true and accurate. I can meet the minimum requirements for being employed.

Signature

Date



Carolina Cross Connection

2010 Camp Cook Application - Details of the Job

Salary Information

Cooks and Junior Staff are to be paid on Friday evening of each mission week **following clean-up** as approved by the CCC Director.

Of course, Social Security and Medicare taxes, and any other applicable deductions will be made and paid for each Carolina Cross Connection employee.

CCC pays the total salary listed below for the position of Cook:

	<u>Per Week</u>	<u>Summer Total</u>
First-year cook	\$ 375.00	\$ 1,500.00
Second-year cook	\$ 400.00	\$ 1,600.00
Multi-year cook (3 or more)	\$ 425.00	\$ 1,700.00

Salary for cooks is outlined, in general, above. Our salary range for cooks is \$375-475.00 per week, and is set by our Executive Director based on experience.

Mission Weeks and Locations for 2010

Week 1—June 13-19

Week 2—June 27-July 3

Week 3—July 11-17

Week 4—July 25-31

- Each week, you will be expected to report to work early enough on Sunday morning to have lunch prepared by 12 Noon. On Sunday evening, supper will be served at 5:30 PM.
- During the week (Monday through Friday) you will prepare and serve breakfast and supper -- breakfast will be served at 7:30 AM each morning and supper will be served at 6:00 PM each evening. Occasionally, we may need some flexibility in the dinner hour as some work projects during the day run a little long—this will be the exception, not the rule.
- Since the participants will be out in the communities during the day they will take a lunch cooler supplied with sandwich fixings and other items. These lunch coolers will be packed by our Junior Staff. Typically, the only duty cooks will have in lunch preparation will be to make some chicken salad, etc.
- The last meal you are expected to prepare and assist with clean-up is supper on Friday evening of each week.

During each of the four mission weeks, Carolina Cross Connection will operate from each of the following locations:

- Camp Carolwood in Lenoir, NC
- Camp Loy White in Casar, NC
- Camp McCall in Bostic, NC
- Joshua Youth Camp in Albemarle, NC
- West Wilkes Middle School in Millers Creek, NC



Carolina Cross Connection

2010 Camp Cook Application - Details of the Job

References

If you are applying, and the summer of 2010 would be your first summer on with Carolina Cross Connection, you must submit three references along with your application. In some instances, experienced CCC cooks may be asked to submit references as well.

On the application form, provide us with the name, address, telephone number, and type of relationship you have with the reference person(s). We will send each reference a simple form to complete which should help give us better insight on you, and your strengths as they may relate to serving as a junior staff person for Carolina Cross Connection.

The three individuals you choose to serve as references are an important part of your application. Please carefully consider the three persons you want to complete these reference forms for you. Choose persons that you know well and who are familiar with your personal background, employment record, education and/or service work. Consider asking an employer or volunteer supervisor, clergy, mentor or someone else who is familiar with you as an employee, and with your character in general.

Brief CCC Cook Job Description

The position of CCC Cook consists of a number of responsibilities; the following should help provide a good idea of these responsibilities:

- You work closely with and under the supervision of the CCC Director. Remember the CCC Director is ultimately responsible for all activities in camp -- the CCC Director is in charge of all facets at the CCC location where you will work.
- Have all meals prepared in a timely manner, ready to be served at the specified times. The nature of the program and schedule of CCC demand that typically things occur on time -- help make sure that happens.
- Adhere to sanitary and correct food handling, food storage and food preparation practices -- though we don't own the facilities we use, the kitchens are subject to inspection by the state and federal governments.
- You will be provided with a menu and recipe book. You may deviate from this menu if you can do so in a cost-effective manner. We firmly believe in "creative cooking", but remember you are preparing food for primarily junior and senior high school students -- their tastes tend to be very simple.
- We want you to be cost-effective and not be wasteful, however, we also firmly believe that we must provide plenty of food for our campers to eat. During the day, these campers are out performing hard, physical labor for needy families -- they get tired and hungry -- we never want anyone to leave our dining hall hungry because there was not enough to eat. Make sure we have plenty of good food -- served at the proper temperature.
- You are expected and encouraged to display a kind, caring attitude toward our CCC participants, jr. staff, and staff.
- Be a good steward of materials; use what we have when possible.
- Take a good look at food supplies for several meals ahead of time (i.e. On Monday morning, make sure to check that you have all the food we need for Monday supper, Tuesday breakfast, Tuesday lunch and Tuesday supper). Report any needs you may have to the Director in order for them to purchase the needed food as soon as possible. We don't need to constantly be making needless, hurried trips to the supermarket.
- Prepare lunch and supper on Sunday of each camp week. Prepare breakfast and supper on Monday through Friday of each camp week. Assist as needed in lunch cooler preparation during the camp week (chicken salad, etc.).
- Report any equipment needs to the Director immediately.
- Ensure kitchen operation is clean, sanitary and efficient.

Please understand that this brief job description in no way represents all that you may be asked to help with during a mission week. It does give a good overview of what to expect from your summer as Cook at Carolina Cross Connection.



Carolina Cross Connection

2010 Camp Cook Application - Details of the Job

Options Regarding Junior Staff Workers

Carolina Cross Connection typically hires one or two high school aged students to assist in the kitchen with dishwashing duties, cleaning, packing lunch coolers, assisting with serving food, and other odds and ends that may pop-up. The total pay for the junior staff position is \$270.00 per week – if there are two people doing this job, they split that salary.

Unless our cooks request a different set-up, or if we don't agree/approve of the set-up, Carolina Cross Connection will hire young people to handle the jr. staff responsibilities at each location.

What are your options?

- You may know of a young person or two that would be interested in handling the duties of jr. staff – working alongside you at the location where you will serve as cook. If so, have that young person(s) contact the CCC office to request a jr. staff application and information packet. Also, please be sure to note your wishes to work with a particular jr. staff person in the response you give to question number 4 on the application.
- Also, it's possible that there be two cooks at a location – splitting the cook's salary. In this case, the 'team' may want to take on the responsibilities of junior staff, take that total junior staff salary and divide it as well. In this case, the 'cooks' would handle all job duties normally associated with cooks and with jr. staff, they would then divide the cook and jr. staff salaries between the two of them. For instance, if one of the 'cooks' has worked with CCC for one year previously, they would have a weekly salary of \$400.00 – they would add to that the weekly jr. staff salary of \$270.00, for a total of \$670.00. They would divide that total amount each camp week – evenly, or in whatever configuration the two deem appropriate. If you wish to work with another cook (and know who that person is), take on the jr. staff responsibilities and split the salary in this manner – please make note of that on the answer to question number 4.

When to Return This Application

Please complete this application, and return it to us, along with any other necessary information, as soon as possible. To allow us ample time to review applications, your application must be received in our office **no later than April 20, 2010**. This allows the time we need to review applications, schedule interviews if necessary, and let everyone know of our decisions by April 30, 2010.

Application Check-List

Please include the following along with your application:

- A neatly completed application form, please type, or print using blue or black ink.
- Typed or neatly printed responses to the questions asked on the application.

We suggest you keep a folder containing all of this cook application information, and any other information you may receive from Carolina Cross Connection. If you are selected to serve as cook, it may come in handy, and can serve as a reference tool for some of your questions.

If you have questions, comments, or concerns - please contact the Carolina Cross Connection office at (704) 735-4257, or fax us at (704) 735-1916. You may also e-mail us at ccc@carolinacrossconnection.org. Also please feel free to write: PO Box 1457, Lincolnton NC 28093-1457.

*Carolina Cross Connection is an equal opportunity employer.
We do not discriminate on the basis of age, sex, race, or national origin.*

When complete, please mail the application form, and your responses to the questions to the CCC office:

**Carolina Cross Connection
PO Box 1457
Lincolnton NC 28093-1457**

Thanks!