



Hello!

We are excited to inform you that Sunstream Retreat Center is hiring a full-time, salaried, Foods Services Coordinator, as well as a full-time, salaried, Cook. Sunstream Retreat Center exists to serve God by providing facilities and guest services that exceed expectations; where our guests can escape, explore, and enjoy time with God..

Attached you will find a full job description for both the Food Services Coordinator and Cook positions. Please take time to read through these job descriptions to see if they are conducive to your abilities. You will also find the job application to fill out for these positions. As soon as you fill the application out, email the copy to Mahlon Sibert ([mahlons@sunstreamretreat.org](mailto:mahlons@sunstreamretreat.org)) or Bekah Sonntag ([rebekahs@sunstreamretreat.org](mailto:rebekahs@sunstreamretreat.org)) by December 13, 2019. We will notify you when we receive your application with the next steps in the hiring process.

Blessings,

Mahlon Sibert

Director of Sunstream Retreat Center

# Cook



## Iowa Ministry Network Sunstream Retreat Center Job Description: Cook Ministry Description

*The Iowa Ministry Network encourages and equips leaders to build healthy, Pentecostal churches.*

Title: Shift Cook

Responsible to: Camp Director and Food Services Coordinator

Employee Classification: Full-Time, Salary

Salary: \$20,800 - \$31,200

### **Position Summary:**

Sunstream Retreat Center Shift Cook will be responsible for preparing and serving camp and banquet style meals to groups of 15 to 400 while providing exceptional guest service at all times. Cook will be responsible for caring for guest with special dietary needs and will assist the Food Service Coordinator in supervising and training general staff. Must also have the ability to work well in a team oriented Christian environment

### **Iowa Ministry Network Values:**

1. Lost people matter to God. They should matter to us, too.
2. The Holy Spirit working through the local church is the hope of the world, IMN is in the local church business.
3. Every community in Iowa deserves a healthy expression of the kingdom of God.
4. Healthy leaders build healthy ministries.
5. Healthy churches emphasize Worship, Discipleship, Evangelism and Service in the context of healthy, life-giving relationships.

### **Personal Requirements:**

1. A vital, personal, relationship with Jesus Christ.
2. Attend and participate in the IMN activities as assigned by the Superintendent or Operations Administrator.
3. An attitude of service. A friendly, professional, loving attitude is expected at all times. The IMN staff is committed to continually develop a culture of honor, loyalty and teamwork.

## **Professional Requirements**

1. Safe Serve Food Certified
2. Prepare food list to meet dietary request of the retreat groups
3. Put food in dry secure storage till needed
4. Prep, Cook, and Serve food for meals
5. Ensure all food meets Safe and Serve Food Requirements
6. Maintains a Clean and Safe Kitchen facility
7. Follow all State and County Sanitation Codes
8. Ability to lift up to 50 – 60 lbs. unaided
9. Report any repairs needed on equipment or Kitchen/Dining Areas
10. Assist in Rec & Maintenance areas when needed
11. Ability to work independently and prioritize daily duties
12. Communicate effectively while focusing on a good, supportive relationship with co-workers by watching the way you talk, saying only what is helpful and encouraging.
13. Must be flexible in work schedule
14. Display motivation and initiative with strong leadership skills
15. Represent the organization in a professional manner via appearance, demeanor, etc.
16. Performs other duties as assigned.

An attitude of service is extremely important in this role. IMN will only rise to the level of its team. A supportive, positive attitude sets the tone for the Network and its ministries. Loyalty to the Superintendent, Staff, Presbytery and Network is important. Questions or concerns regarding the Network should be made known to the Operations Administrator or Superintendent and all ministry-related information must be handled responsibly.



1130 JUNE BERRY RD.  
 OGDEN, IA 50212  
 WWW.SUNSTREAMRETREAT.ORG  
 Employment Application

Attach  
 Current  
 Photo  
 Here

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date of Birth	Social Security No.	T-Shirt Size	
Position Applied for (check all that apply) <input type="checkbox"/> Housekeeping <input type="checkbox"/> Seasonal Help <input type="checkbox"/> Food Services Coordinator <input type="checkbox"/> Cook			
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**2020 CAMP STAFF AVAILABILITY (IF APPLYING FOR SEASONAL HELP/ADVENTURE STAFF)**

Important Dates: Orientation & Training: May 26<sup>th</sup> – 31<sup>st</sup> (includes First-aid/CPR, Life Guarding, Archery, Zip Line Training)  
 Camp Dates: June 1<sup>st</sup> – August 9<sup>th</sup>, Optional August 10<sup>th</sup> – 17<sup>th</sup>

Training Options:  Zip Line/Rockwall (18+yr)  Lifeguard (15+yr)  Archery (18+)

*If you aren't available a certain week(s) please explain why below. (Camper, vacation, etc)*

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. If hired, I give permission for Sunstream to use photos of me taken while I am employed for promotional use. I understand that in signing this application I give Sunstream permission to conduct a criminal background check. If applicant is under 18, parent/guardian signature is also required to conduct criminal background check.

Signature

Date

Parent/Guardian  
Signature

Date