



JOB DESCRIPTION – Lead Kitchen Hand

Personal Qualities:

The role of the lead kitchen hand (kitchen supervisor) is to provide consistency in the kitchen throughout the summer camp season. The lead kitchen hand provides supervision of the kitchen staff, and direction in the kitchen.

The individual selected for this role must be a born-again Christian who is mature in the faith, agrees with the camp's statement of faith, and is in active fellowship in his or her local church. Ideally, this individual has been involved in camp work in the past. This individual will be an excellent role model to all staff in the way they conduct themselves throughout their time of active service while at camp.

Skills:

The successful applicant will be comfortable working with and around large groups of young people. He / She will have strong communication and interpersonal skills, so that he / she is comfortable working with and directing individuals and teams of people in the kitchen. He / She should be able to provide clear direction in times where decisions need to be made. He / She will report to the kitchen coordinator and will be a peer to the cook.

Requirements: Obtain Food Safe Handling course (camp provided) prior to commencement of role; Have "G" license in order to complete grocery runs as necessary. (Vehicle not required). The position commences a minimum of one week prior to the first camp (with potential for earlier, depending on funding available), and ends the Saturday of the final camp.

Duties:

- ✓ Partner with Cook and Assistant Cook to discuss the week and the role of the Lead Hand
- ✓ Update / Maintain binders in kitchen (ie MSDS sheets and food safety course)
- ✓ Provide supervision to kitchen staff
 - a. Maintain consistency with dishwashing and other practices (ie. counter help)
 - b. Provides any training / review for all kitchen staff prior to commencement of camp (including emergency response, and proper storage of leftovers)
 - c. Designates roles for staff each week prior to commencement of camp and communicates with the cook and assistant cook.
 - d. Ensures daily kitchen chores are complete (bathrooms, dining hall & kitchen cleaned)
 - e. Facilitate training during staff training week
 - f. Motivate staff to complete tasks (staff should be able to have 1 hour off in the morning, 2 – 3 hours off in the afternoon, and after supper is complete, with rotation of staff, (a minimum of 3 for snack duty)
- ✓ Makes meals for all camp staff between camp sessions, utilizing leftovers from the week to minimize waste

- ✓ Maintains groceries list and works with Kitchen Coordinator to ensure needed foods are available.
- ✓ Ensures proper food handling / storage to minimize waste (freezing leftovers following mealtimes)
- ✓ Puts grocery orders away and communicates any invoice discrepancies with Kitchen Coordinator!
- ✓ Partner with Summer director to have staff between camps to assist in the kitchen
- ✓ Ensure kitchen is cleaned / organized prior to commencement of each camp
- ✓ Adjust the snack schedule to utilize leftovers as appropriate
- ✓ Provide general and spiritual leadership to the campers and staff, as part of camp's leadership team
- ✓ Attend and participate (possibly lead) in the daily devotion time with the other support staff
- ✓ Other duties as assigned

To differentiate between roles,

The Head Cook will:

- ✓ Discuss allergy diets and restrictions of staff and campers (delegated each week) with the assistant cook
- ✓ Work with the program directors & Kitchen Coordinator on meal planning, in particular for themed meals to ensure proper implementation.
- ✓ Provide direction to Lead Hand and or Assistant cook
- ✓ Ensure meals are ready at the designated times
- ✓ Follow the meal menus (& recipes) as determined by the kitchen coordinator(s). The kitchen is supplied for what has been designated.
- ✓ On occasion, when an ingredient for a menu item is out of stock, substitute when possible, and communicate with the Kitchen Coordinator.

The Kitchen Coordinator will:

- ✓ Make grocery lists and order through appropriate vendors
- ✓ Ensure kitchen is stocked with needed items each week
- ✓ Be available to go to town for items needed that couldn't be ordered
- ✓ Have menu and recipes ready for each week, in partnership with the kitchen coordinator team
- ✓ Train the lead cook and be available as needed for the cooks throughout the week.
- ✓ Keep in contact with the lead hand throughout the week to use up leftovers for snack at night or whenever possible.

PERSONAL CHARACTER TRAITS

Passionate about pursuing Jesus – You have a deep relationship with Christ that is modeled through character and competence. You have strong spiritual disciplines. Your faith is part of your everyday life. You strive to live it out practically, authentically and humbly.

Passionate about helping other pursue Jesus – You have an understanding of people and how to align them in pursuing wholeness with Jesus. You believe in the future of Rivers Edge Camp & Retreat Centre. You take your responsibilities seriously.

GUIDING PRINCIPLES:

Called - Have a deep purpose about your life that flows from a strong awareness that God has directed you to serve Him by using your passion and giftedness.

Character - Have demonstrated a high moral integrity that exhibits itself in your personal life, your spiritual life, and your relational life. In other words, you are truthful, faithful, sincere, hardworking—a person worthy of respect.

Committed - Displaying a spiritual authenticity through a mature and consistent commitment to Christ and His kingdom purposes.

Compatible - Be a good ministry fit, a relational fit, and a skill fit with the Rivers Edge Service Team.

Coachable - Be aware of your own limitations and inadequacies and eager to learn and to improve. In other words, you will never stop learning as a person.

Competent - Demonstrates a high degree of effectiveness in your previous roles and continue that high level of proficiency at Rivers Edge.

Congruent - A strong supporter of the Camp's position in relationship to the denomination, and willing to work in cooperation with the statement of faith and the policies and procedures of the Evangelical Missionary Church of Canada and its doctrinal views which are in harmony with this ministry and the Leadership Team Leader.