



## Ministry Description: Food Service Director

### Purpose of Ministry:

- To administer the food service at Lake James Christian Assembly
- To work alongside other camp staff in providing a safe place for all guests
- To keep the kitchen and dining hall of the camp organized, productive and clean

### Christian Character:

- The Food Service Manager should be a Christian whose life and character is above reproach
- Able to lead Bible Studies and prayer with summer staff as needed, creating experiences that inspire and prepare the next generation to be followers of Jesus.
- Serve as a Christian mentor to summer staff and campers as opportunities are presented
- Has a personal relationship with Jesus Christ

### Core Responsibilities:

#### 1. Kitchen/Dining Room

- A. Oversee kitchen, menu planning, food ordering, grocery shopping and stocking of kitchen
- B. Order all food and products for the kitchen and dining room
- C. Oversight for all menus and food preparation
- D. Oversight for cleaning and stocking all areas that involve some form of food service
- E. Set-up of dining hall for summer camp, retreat and banquets this includes sweeping and moping in cooperation with the Guest Services Director
- F. Clean and stock MH Kitchenette and FLC Kitchen

#### 2. Program

- A. Oversee food service for Summer Camp Program and camp sponsored events
- B. Provide food service for rental groups, banquets, and receptions
- C. Oversee food service for Christmas at the Lake and other fundraising dinners

#### 3. People

- A. Oversee the work of the cook's assistants, retreats/banquet workers
- B. Work together with all staff and volunteers to provide a positive environment for our guests
- C. Provide a great first impression to guests that visit or use our facility
- D. Train the assistant cooks and volunteers in food preparation
- E. Works closely with the weekend host to see the needs of our guests are met
- F. Assist the Executive Director and Guest Services Director in hiring kitchen staff

\* These are not the only responsibilities to be carried out. Some responsibilities may be reassigned and other responsibilities assigned according to gifts and skills

**Food Service Manager reports to:** Executive Director,

**Reports to the Food Service Manager:** Cooks assistants, retreat staff (kitchen & dish room)

**Minimum Qualifications Required:**

- ❖ Two or more years of food service experience
- ❖ Must be an active member of a Restoration Movement Church
- ❖ Must have or get Serve Safe Certification
- ❖ High School Diploma
- ❖ Full time salaried position