

BAIR LAKE BIBLE CAMP

JOB DESCRIPTION

Position: Food Service Manager

Responsible to: Director of Ministries

Spiritual Qualifications:

We are seeking a mature and equipped follower of Christ, who, while not perfect, aspires to further growth and can demonstrate evidence of a life where he or she increasingly:

- is living consistently under the control of the compelling love of Christ, the direction of the Word of God, and the control of the Holy Spirit;
- has discovered, developed, and is using their spiritual gifts;
- has learned to effectively share their faith, while demonstrating a radical love that amazes those it touches;
- gives evidence of being a faithful member of Christ's church, an effective manager of life, relationships, and resources, a willing minister to others, including "the least of these," an available messenger to non-kingdom people, hard-working, and humble and teachable; and
- demonstrates a life characterized as gospel driven, worship focused, morally pure, evangelistically bold, discipleship grounded, family faithful, and socially responsible.

He or she must be in complete agreement with Bair Lake Bible Camp's *Statement of Faith* and *Covenant/Commitment Statement*, which must be signed upon hiring.

Other Qualifications:

The Food Service Manager will have strong interpersonal, organizational, cooking, management, and hospitality skills, as evidenced by:

- Excellent written and verbal communication skills.
- A team player who is willing to serve fellow team members, the public, and volunteers with kindness, compassion, and professionalism.
- Gifting and skill in extending warm, welcoming, and personal hospitality and world-class customer service.
- Thorough knowledge of kitchen equipment and thorough understanding of kitchen management procedures, including, but not limited to, ordering and vendor relations, inventory control, cleanliness, state regulations governing food service in general and camp kitchens and dining areas in particular.
- Thorough knowledge of nutritional and healthy eating guidelines as it relates to menu planning.
- Excellent organizational and time management skills.
- Teachable and always willing to receive input from staff, volunteers, and outside sources.
- Initiative in seeing food service and kitchen-related tasks that need to be done and implementing necessary steps to accomplish them.

- Flexibility in being able to adjust quickly and effectively in a people-oriented ministry setting. Must be flexible with days and hours worked during summer camp season and busy retreat seasons (weekend work is required), and flexible with occasional short-notice adjustments of work schedule due to requirements of our mission.
- Comfortable working with a high degree of attention to detail.
- Analytical abilities and aptitude in problem-solving and a willingness to incorporate new and effective ways to achieve better results.
- Proficiency in using the Internet, Email, Google Apps, Microsoft Office Suite.
- Basic understanding of accounting in order to manage the food service budget.
- Previous experience in food service. Food Service Management, Culinary, or related degree is preferred, but not required.
- Serve Safe certified or willing to work towards this certification.
- CPR/First Aid/AED certified or willing to work towards this certification.
- A prior connection and interest to camp ministry is preferred, but not required.
- Must pass background check and clearances required for a Michigan licensed facility.

Responsibilities:

The Food Service Manager will be responsible for the overall day-to-day planning and operations of the BLBC kitchen and food service, including, but not limited to:

- Ordering food and supplies from vendors; organizing and keeping track of the inventory of stock, dry, refrigerated, and frozen foods and supplies. Local healthy and sustainable food sources, including natural and organic, should be used where possible and financially feasible.
- Stewarding camp resources well by implementing systems to reduce food waste, recycle recyclable resources, making leftovers available, etc.
- Serving as head cook/chef for meals for events and groups, setting menus for each week of camp and guest group experience, being sensitive to foods appealing to various age groups, industry trends, and special diets and food allergies.
- Overseeing the food service budget and ensuring quality meals are served to our guests within our budget constraints. Keeping excellent records of all kitchen activities and operations and maintaining written policies and procedures concerning operations, volunteer engagement, recipes, inventory turnover, etc.
- Training, supervising, and evaluating full or part time staff members and interns or discipleship students assigned to food service.
- Recruiting, in cooperation with the volunteer coordinator, volunteer cooks and dish crews. Volunteerism has been a core value of BLBC since our inception and volunteers are a key component of our food service staffing. Therefore, the Food Service Manager must have a heart to engage with volunteers; orient, train, and supervise them; disciple them, and direct them to ensure BLBC standards are met and God is glorified through their volunteer service.
- Continually working in cooperation with the BLBC Leadership Team and staff to explore ways that food service can play an active role in camp

programming and the overall camp experience and ways the kitchen and dining facilities and equipment can be maintained and enhanced.

- Ensuring the cleanliness of the kitchen, serving room, and beverage bar and cooperating with housekeeping to ensure the cleanliness and upkeep of the dining facilities (main and staff), bathroom outside the kitchen, and hallways adjacent to the kitchen.
- Overseeing the meal host, set up crew, and clean up crew.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, belay, stoop, kneel, crouch, and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

DISCLAIMERS: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Bair Lake Bible Camp reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Bair Lake Bible Camp is an at-will employer. As such, employment may be terminated with or without cause and with or without notice at any time and in BLBC's sole and absolute discretion. Employee may also resign employment at any time. BLBC and Employee acknowledge that under normal circumstances, at least two-weeks notice should be given to the other party.