

BAIR LAKE BIBLE CAMP

JOB DESCRIPTION

Position: Kitchen Quality Control Intern

Responsible to: Food Service Manager

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 Kitchen Quality Control Intern 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, inventory control, cleanliness, state regulations governing food service in general and camp kitchens and dining areas in particular.
- Excellent organizational and time management skills.
- Teachable and always willing to receive input from staff, volunteers, and outside sources.
- Initiative in seeing foodservice 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 (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.
- Proficiency in using the Internet, Email, Google Apps, Microsoft Office Suite.
- Previous experience in foodservice is a must. Coursework towards a Culinary or related degree is preferred, but not required.
- Serve Safe 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 Kitchen Quality Control Intern will be responsible for quality control of the day-to-day operations of the BLBC kitchen and foodservice in the absence of the Food Service Manager, including, but not limited to:

- Ensuring that Camp policies and applicable regulations are followed at all times.
- Organizing and keeping track of the inventory of stock, dry, refrigerated, and frozen foods and supplies.
- Stewarding camp resources well by implementing systems to reduce food waste, recycle recyclable resources, making leftovers available, etc.
- Depending on experience, may serve as head cook/chef for meals, overseeing the preparation and serving of special diets and food allergies.
- Relating well with 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 Kitchen Quality Control Intern must have a heart to engage with volunteers; orient, train, and supervise them on quality control measures; and direct them to ensure BLBC standards are met and God is glorified through their volunteer service.
- 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.

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-week notice should be given to the other party.