

JOB DESCRIPTION

FOOD SERVICE ASSOCIATE



RESPONSIBLE TO: Food Service Manager
CLASSIFICATION: Hourly Staff
STATUS: Full-Time Non-Exempt (Hourly)

General Qualifications:

1. Personal commitment to Christ with a passion to grow.
2. In agreement with the Camp Lebanon's objectives and Statement of Faith.
<http://camplebanon.org/about/statement-of-faith>
3. Understanding of the nature of camp ministry, its joys and strains.
4. Team attitude, flexible spirit, people-orientation, emotional maturity.
5. Able to communicate clearly the love and life of Jesus Christ.

Job Qualifications:

1. Experience in volume cooking in a camp or institutional food-service setting.
2. Supervisory skills.
3. Ability to relate well with others.
4. Desire and ability to work in a camp setting.

Position Mission Statement: *As a shift leader, the Food Service Associate will assist the Food Service Manager in the production of meals and the supervision of the food service team. The Associate will serve Camp Lebanon programs in such a way that the guest and camper dining experience is continuously improved. He/she will foster team unity, promote responsible stewardship, mentor young staff, promote organizational excellence, maximize ministry opportunities, and ultimately enhance the guest experience; assuring the fulfillment of Camp's mission to "provide a 'Meeting Place with God' in helping the Church do the work of Christ."*

POSITION RESPONSIBILITIES

I. FOOD SERVICE LEADERSHIP (75%)

- A. Prepare tasty and nutritious meals for Camp Lebanon guests.
- B. Supervise and coordinate the activities of the kitchen production and dishwashing staff.
- C. Assist the Food Service Manager in the training of production and dishwashing staff.
- D. Practice and promote safe and sanitary food preparation skills.
- E. Assist the Food Service Manager in the utilization of leftovers in a cost-effective manner.
- F. Maintain the organization and cleanliness of the production, storage, and dining areas.
- G. Assist the Food Service Manager with the planning and service of special event meals.
- H. Assist the Food Service Manager in recipe development and documentation.

II. FOOD SERVICE SUPPORT (20%)

- A. Fill shifts as dishwasher or in special food-service preparation or cleaning projects as assigned by Food Service Manager
- B. Participate in inventory.
- C. Contribute to special projects and improvement efforts.

III. MINISTRY SUPPORT (5%)

- A. Support Camp's ministry in other departments, in slower seasons according to spiritual gifts, abilities, and personal interests.
- B. Complete other work special projects as assigned.

FOOD SERVICE TEAM RESPONSIBILITIES

1. Meet regularly with the Food Service Manager to discuss responsibilities.
2. Attend food service team meetings as required.
3. Enhance and support the ministry of Camp Lebanon according to spiritual gifts and personal interests.
4. Apply biblical Body Life principles to preserve and enhance staff unity.

THE OPPORTUNITY

Pay Range: \$16-\$20 hourly
Start Date: Immediate Opening
Benefits: **Paid Time Off** 3 weeks (prorated for 2023) with partial rollover
Paid Holidays: New Year's (1), Easter (2), Thanksgiving (2), Christmas (2)
Retirement Match: Up to 4 percent (eligible day one)
Food Service: Available to family when food service is open
Special considerations: See employee handbook for a complete list (e.g. discounts, free camps)

Healthcare: Christian Healthcare Ministries (CHM) Visit www.chministries.org for details.

CHM – 100% Employee funded (single/couple/family 3+)

- Monthly amount: \$277/ \$554/\$831 (2024 rates)
- Includes Brother's Keeper option extends coverage to \$1,000,000 per illness.
- Paid as payroll deduction pre-tax to reduce taxes.
- Personal Responsibility (annual) \$1000/person, \$3000 family limit.

Health Reimbursement Account (HRA) – 100% Employer funded (single/couple/family 3+)

- Total Coverage Limits (annual): \$2750 / \$4000 / \$5400
- Personal Responsibility supplement: \$500 per person.
- Preventative care only (annual limit): \$400 / \$800 / \$1600
- Dental/Eye/Chiropractic (annual limit): \$1200 / \$1800 / \$2400
- Co-pay on prescriptions: \$25. Over-the-counter medications are not covered.
- Unused HRA funds belong to the Camp.

RETIREMENT: 403(b) Match Opportunity

- Employer matches up to 4% of employee contribution.
- Guidelines and vesting policies defining in Employee Handbook.

THE MINISTRY: Located five miles west of Upsala MN on spring-fed, fish-filled Cedar Lake, Camp Lebanon offers year-round programs for youth, families, and adults as well as rental opportunities for churches, families, and organizations. Camp Lebanon has a rich legacy of providing a "Meeting Place with God" to help the Church do the work of Christ. For more information visit www.camplebanon.org.

CONTACT: Send resume and cover letter to Tony Cluka tcluka@camplebanon.org 320.403-9535