

CAMP LATGAWA JOB DESCRIPTION

SUMMER SUPPORT STAFF

GENERAL RESPONSIBILITY: To support the Camping Ministry of Camp Latgawa by providing Christian hospitality through meal service. Work as part of the kitchen team to prepare food into nutritious and appetizing meals. As skills and abilities allow assist with other camp activities (including basic maintenance, housekeeping, program areas, and office tasks as needed).

RELATIONSHIPS AND KEY CONTACTS: Main interactions are with other camp staff, volunteers, campers, and guests. The camp population and schedule is quite diverse over the season, given responsibilities will reflect this.

RESPONSIBLE TO: The Camp Director will offer overall supervision, assistance, and guidance when needed. Each staff member is responsible to the designated supervisor of the specialized work area assigned (the food service manager or her designated lead cook while engaged in food service, program supervisor responsible for specialized program area assigned, facilities manager while assisting with maintenance, etc.).

SPECIFIC DUTIES:

- A. **Participate in training week(s) prior to camp and continuing education during camp, to develop skills in:**
1. developing a positive Christian staff community and atmosphere of team work
 2. emergency procedures
 3. safe sanctuary practices
 4. problem-solving skills
 5. food safety and food service operations
 6. activity leadership and safety
 5. challenge course facilitation
 7. maintenance, office & housekeeping tasks
 8. positive camper discipline
 9. age-level faith development
- B. **Assist with preparation of meals and clean up.** All staff are responsible for maintaining the quality and health of the camp's food service, and serving in this capacity in a way that reflects our desire to nurture our campers through nutrition:
1. Apply proper sanitation procedures in accord with camp policies and procedures along with appropriate state, county, ACA, and other regulatory standards.
 2. Practice safe and proper use of food service equipment.
 3. Maintain cleanliness of food preparation areas.
 4. Meal preparation and service.
 5. Lead KP crews in set up and washing dishes.
 6. Assist in maintaining proper inventory.
 7. Storing food appropriately; including use of labels, rotating inventory, putting away orders, and maintaining appropriate temperatures.
- C. Support camp logistics and provide a consistent quality for routine activities like: mealtimes with campers, snacks, cabin/shower house cleanup, off-site field trips, coordinating special events, and other tasks as needed.
- D. **Help with camp clean-up/housekeeping** after campers depart from camp.
- E. **Participate in staff meetings and devotions.** All staff are encouraged to add agenda items to list, lead group or faith building activities, provide feedback and suggestions for improvement of camp organization.

- F. **Organize, lead, and/or assist with camp activities as assigned.** Staff leadership of any activity should be supportive of volunteer leadership, reflective of larger Christian mission, responsive to campers age-level & ability, mindful of safety, and build on the camp theme / curriculum. Activities may include:
1. Outdoor Cooking
 2. Cooperative Games
 3. Environmental Stewardship & Nature Discovery
 4. Arts & Crafts
 5. Challenge Course Facilitation
 6. Archery
 7. Music and Song Leading (campfires, worship, morning watch, meals, etc.)
 8. Waterfront Activities including swimming and rafting (for those staff with current life-guarding)
 9. Outdoor Skills & Overnight Camp Outs
 10. Bible study & Devotions
 11. Others as skills & abilities allow
- G. Participate enthusiastically in as many camp activities as possible, even when not responsible for leading.

REQUIRED CERTIFICATIONS:

1. Oregon State Food Handler's Permit
2. Certification in CPR and First Aid (American Red Cross or equivalent)
3. Minimally 18 years of age or high school graduate

DESIRED QUALIFICATIONS:

- A. Experience in food service.
- B. Ability to be flexible, learn quickly, take initiative, and follow directions.
- C. Awareness of safety and ability to actively intervene when needed.
- D. Ability to engage participants in activities with enthusiasm and clear directions.
- E. Ability to understand, identify, implement and articulate clear directions including safety measures.
- F. Ability to model appropriate behavior and use positive discipline techniques when needed.
- G. Teaching or leadership skills in several areas listed under "F" above and/or skills in housekeeping, maintenance, or office.
- H. Preference given to applicants with a growing Christian faith and ability to share support others in their personal faith development.

ESSENTIAL FUNCTIONS:

1. Strength and ability to lift a food container, weighing a minimum fifty pounds, from the floor to a working surface level (thirty-six inches high).
2. Ability to work with food service equipment and cooking vessels at a functional working of 60 inches (e.g. – stock pots on top of range or baking goods on upper racks of double-stacked convection oven).
3. Ability to operate food service equipment safely, including knives and mixers.
4. Ability to maintain proper sanitation in kitchen, bathrooms, and other areas of camp.
5. Safely handle and use cleaning supplies and other chemicals.