



Christian Church in Ohio

D I S C I P L E S O F C H R I S T

A covenant network of congregations in mission:

We are the Body of Christ gifted and called in covenant together as Disciples of Christ to be centers of transformation on the new mission frontier of our own communities



Camp Christian Job Description

Job Title: TEAM LEADER-CULINARY

Incumbent:

Classification: Exempt

Reports to: Food Service Director

Position Purpose:

The Kitchen Assistant assists the Food Service Director in the overall food-service operation of Camp Christian including, preparation, nutrition, training staff updates on food management and safe cooking conditions, sanitation, record keeping and overseeing of Camp Christian Canteen/shirt sales.

Essential Job Functions:

1. Assist in the daily operations of Camp Christian food and dining services including coordinating activities between the kitchen and dining hall.
 - a. Assists with the planning and preparation of nutritionally balanced camp meals, snacks and off campus outings.
 - b. Assists in managing the Camp Ministry Associates during camp meals, assuring that all safety regulations are followed per the Union County Health Department.
 - c. Assists in coordinate with staff all meal patterns due to special need meals.

2. To be in charge of all inventory and ordering of equipment, food, supplies.
 - a. Keep inventory of supplies and food items, Canteen items.
 - b. Assists in ordering foods and kitchen supplies according to the menu that has been designed for Camp Christian Summer Camp Program.
 - c. To maintain the cleanliness of all areas in and around kitchen and dining hall to assure that all food service areas are free of any potential hazards to campers/counselors.
 - d. Responsible for the weekly inspection sheet to assure that all equipment is properly working to prevent injury or harm to any staff members.

- e. Assist the Food Service Director in the Continuous training throughout the period of camp to assure safety for all staff and campers/counselors that attend.
3. Manage all administrative and human resource functions with regard to kitchen and dining room employees.
- a. Discusses with Food Service Director employee performance and training along with ongoing observation for each staff member and sharing that information with them to insure safety for them and other staff members.
 - b. Responsible for maintaining the scheduling for kitchen staff members.

Additional Job Duties:

1. Maintain regular open communication with staff
2. Assist in Performing mid and end of camp evaluations with staff and Administration
3. Maintain safety standards
4. Keep all necessary paperwork complete and assure food that is being served is in accordance with the health code rules
5. Submit and assure staff submit necessary incident reports to Camp Director within 24 hours of the incident taking place
6. Assist in the running the canteen maintaining accurate accounts for inventory and stock of items.

Relationships:

Kitchen Assistant needs to have a relationship with all Ministry Associates, but also be efficient in being able to communicate with the maintenance staff to obtain necessary information on repair of kitchen equipment.

Equipment Used:

These are the pieces of equipment that are utilized in the kitchen on a daily basis.

- a. Walk-in refrigerator
- b. Walk-in freezer
- c. Ice machine
- d. Food processors
- e. Convection ovens
- f. Soup pot
- g. Gas range
- h. Gas grill
- i. Hot holding boxes
- j. Commercial size mixer
- k. Commercial meat slicer
- l. Hobart dishwasher
- m. Washer and dryer

Office Equipment:

- a. Coin counter
- b. Cash counter
- c. Computer/printer
- d. Telephone system

Other

- a. Communication orally and in writing
- b. Lift and carry 50 pounds
- c. Be aware visually and auditory to identify and respond to environmental hazards of the kitchen and camper and staff members.
- d. First aid responder and knowledge to understand the medical issue at hand
- e. Observe all aspects of cleanliness of the dishes, food services and floors.