

Assistant Food Services Manager

Ness Lake Bible Camp
One Hope Canada

Position Title: Assistant Food Service Manager
Reports To: Food Services Manager
Positions Supervised: Kitchen Team Lead, Kitchen Assistants and Volunteers
Remuneration: Determined in the MOU
Hours: 40 hours / week typically
Determined in the MOU

Overview

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Primary Objectives

To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.

To accomplish the primary objective through the camping ministry, by effectively:

Job Description:

Pre-camp Preparation

- Read the Staff Manual and become familiar with the contents.
- You will be required to attend and pass Food Safe Level I if not holding a current certificate already.

Personal

- Spend quality time with the Lord daily, pursuing spiritual nourishment & refreshment
- Seek to live a Christ-like life in all that you do
- Comply with the Staff Manual

Fellow Staff

- Work effectively as a team member with other staff
- Resolve conflicts in a biblical manner

Time off Between Camps

- Look after your physical and emotional needs and get a reasonable amount of sleep
- Work with your Manager to complete Annual Completion Deadline Chart tasks and add tasks as necessary.

- The Assistant Manager will take on the authority of the Manager they assist when that Manager is absent.
- Be familiar with the contents of your department's manuals and guiding documents, and make sure they are accurate and up to date.
- Understand, give input into and implement the long range plan as determined by the Board and Director.

Relationships and Authority

- All kitchen staff report directly to the Food Service Manager

Performance Standards

- Assist with food preparation as directed. You must be able to follow directions, work quickly and accurately, and have good physical stamina.
- You are expected to show initiative, work independently, and supervise Assistants.
- You will be expected to learn where food, equipment, and dishes are stored.
- All cleaning duties be done thoroughly & efficiently
- You will be ***on time for work and all meetings***
- To produce meals and recipes to the standard the Food Services Manager sets.
- To maintain and uphold Food Safe standards, and report to the Food Services Manager if there are issues with something Foodsafe related

Job Requirements:

- Follower of Christ
- Passion for the Gospel
- A mature and growing Christian committed to living a life of holiness.
- Agrees with the OHC Statement of Affirmation, Articles of Faith and Doctrine, and Code of Conduct and the NLBC Mission Statement.
- A demonstrated passion for evangelism and discipleship of youth.
- Willingness to raise personal support for ministry at NLBC is required.
- A team player committed to helping others succeed.
- Proven supervisory skills and good problem solving skills required.
- Takes initiative – a 'self-starter'. Focused and organized.
- Good oral and written communication skills.
- A valid class 5 driver's license and clean drivers abstract.
- Must maintain current FoodSafe certification.
- Successful candidate must provide an RCMP Criminal Record Check as required.

Other:

- Requests for time off or holidays are to be submitted in advance to your direct supervisor for approval. See NLBC Staff Holiday Policy for details.

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned

I have read the above job description and completely understand it, and I believe that I can perform the job as outlined.

Position being filled by (Printed Name) _____ Date: _____

New Staff Member's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____