

Food Services Manager

Ness Lake Bible Camp

One Hope Canada

Position Title:	Food Services Manager
Reports To:	Operations Director
Positions Supervised:	Kitchen Staff and/or Volunteers (Including WilderNess)
Remuneration:	Determined in the MOU
Hours:	40 hours / week averaged, except for NLBC events
Holidays:	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 planning meals, meeting all dietary requirements and supporting other related activities at Ness Lake Bible Camp.

Key Responsibility Areas:

- Daily and ongoing operation of all aspects of Food Services including: menu and meal planning; food preparation and presentation; dining room service; recruiting, scheduling, managing and thanking personnel; ordering, receiving, and storing food; food service laundry and sanitation; and adhering to budgets.
- Excellence in the preparation and presentation of , well balanced and nutritional meals for groups of 20 – 300 people at a time. Yearly, 60,000 meals to be prepared and served.
- Adhere to all Worksafe, Health Authority and Foodsafe protocols
- Promote Ness Lake Bible Camp within the local church and community
- Convey a sense of Christ-like hospitality and concern for guests and staff
- Exemplify behavior in line with One Hope Canada's Statement of Purpose and the NLBC Mission Statement

- Function as a positive member of the greater NLBC team and community
- Flexibility to the seasonal demands and stamina for the physical demands
- There is no requirement to live on site

A. Food Services: Scope of Responsibilities

1. Ensure that NLBC & WN operate in compliance with Public Health regulations and FoodSafe guidelines to safeguard the health of guests and volunteers.
2. Ensure proper cleanliness and sanitation of the kitchen, pantry, fridges, freezers, stoves / ovens and storage areas prior to, during, and after each camp use. All FS equipment, laundry & linens are to be properly cleaned and stored following use and work areas are to be left clean & tidy.
3. Ensure that the kitchen, Dining Hall, and coffee bar are in a state of readiness for all NLBC sponsored camps, Guest Groups, etc.
4. Monitor the condition of kitchen equipment and Dining Hall. Use the 'Fix-It List' to make requests for maintenance known.
5. Develop a file of recipes for small and large groups. Acquire and test new recipes and maintain a library of proven recipes for a variety of guest groups.
6. Provide alternative menu items to accommodate special diets / allergies.
7. Keep a permanent record of menus and the groups they were served to.
8. Facilitate pick up, distribution, and/or receiving of supplies and materials.
9. Incorporate donations, minimize waste and encourage recycling. Train staff to properly save and reuse leftovers.
10. Ensure that safety for all workers (including yourself) is priority one. Enforce best practices, identify hazards, and take corrective measures.
11. Complete tasks from the Annual Completion Deadline Chart list in a timely manner, and add tasks as necessary.
12. Be familiar with the contents of your department's manuals and guiding documents, and make sure they are accurate and up to date.
13. Understand, give input into and implement the long range plan as determined by the Board and Director.

B. Record Keeping and Purchasing

1. Track and submit hours to your direct supervisor during the off-season (September - April).

2. Maintain a running inventory of all food, office and cleaning supplies, paper, and chemicals. Order needed supplies in advance. Invoices must be checked for accuracy.
3. Collaborate with the Office Manager and other Staff to build and maintain a database of volunteers and suppliers.
4. Process all invoices in a timely manner.
5. Operate within the constraints of the budget.
6. Provide an inventory by September 30 for year end accounting.
7. Provide equipment warranty papers and manuals to the Facilities Manager to be filed.

C. Guest Group Coverage

1. Cooking for the majority of Guest Group bookings is expected. Averaging 3 weekends per month during the off-season. Alternate coverage with the rest of the team is to be arranged with your direct supervisor in advance.
2. Schedule all Food Service staff.
3. Provide payment info to the Guest Services Manager.
4. Upon Guest Group departure, ensure the kitchen and Dining Hall are properly cleaned and shut down.
5. Flex time will be granted and approved by your director supervisor. Flex days must be taken as per the camps policy within a certain amount of time

D. Personnel

1. Provide positive, professional, and effective leadership for all staff and volunteers working within Food Services.
2. Recruit, hire, train, and supervise volunteers and casual staff for NLBC and WilderNess, ensuring that they clearly understand the scope of their responsibilities and the performance standards required. This will entail the use and/or development of training manuals and seminars.
3. Provide feedback designed to improve performance (at NLBC & WilderNess) and support individuals as required for success.
4. Participate in professional or spiritual development courses, seminars, or conferences as directed by or approved by your direct supervisor. The Board will cover 50% of the cost of relevant education (cooking classes, Red Seal, management seminars, field education at other camps, etc.) up to \$1,000 per year.
5. Be a consistent example of Christian commitment and enthusiasm.

E. Relationships

1. Build and maintain positive relationships on and off the property with all contacts, (personal and professional) as an ambassador of Christ.
2. Build and maintain a prominent and positive profile for NLBC in all spheres of the local community.
3. Coordinate with your direct supervisor and other staff to ensure that tasks are being performed to standards, in proper priority, in a timely manner, and in harmony with the rest of the camp operation.
4. Attend all staff meetings (weekly or more frequently as required).
5. Communicate with other Staff to ensure harmonious relationships and an effective work environment to maximize the effectiveness of human resources.
6. Work closely with Property and Program Staff to facilitate the program.
7. Ensure adequate training and supervision of LIT Coordinators and LIT Campers during the summer for Kitchen and Dining Hall responsibilities.
8. Work closely with Summer Team, LIT Coordinators, and LIT Campers to help make their experience a positive time of personal growth.
9. Lead by example in cooperating with other departments to work as a team and produce a well functioning body.
10. Be a positive spiritual leader and example to those you work with and serve.

F. Responsibilities to the Board:

1. Follow and enforce camp policies and support NLBC's philosophy and mission.
2. Develop and present Food Services related goals, policies and budget requests to the Executive Director and your direct supervisor for approval.
3. Participate in the development of Long Range Planning goals as appropriate.
4. Attend Board functions upon invitation.
5. Serve on committees as deemed appropriate by your direct supervisor.
6. Submit reports monthly to the Board. Highlight Food Services activities that would be useful to the Board in their policy and / or budget decisions.

Other

1. In the event of an emergency, established policies and procedures will be followed. All Staff are expected to work together to ensure a coordinated response under the leadership of your direct supervisor.
2. Organize volunteers as required to fulfill the mandate of this job description.
3. 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.

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.
- 2-3 years experience in Food Service (cooking / food service management).
- A team player committed to helping others succeed.
- Proven leadership and supervisory skills. Excellent 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.

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) _____

New Staff Member’s Signature: _____ Date: _____

Executive Director’s Signature: _____ Date: _____