



KITCHEN LEAD/BACKUP STAFF

OVERNIGHT CAMP

Job Description | Seasonal Employment

General Responsibilities:

To support Montlure's mission by creating and living in a Christian community with campers and staff, and by maintaining a safe and welcoming environment during all programming. To primarily assist Head Cook with kitchen operations to ensure success of camp meals and provide a great experience for all campers and staff. To provide relief and support for all other camp staff as needed. Depending on experience, will either be hired as the Kitchen "Lead" or as Kitchen/Backup Staff.

Reports to: Montlure Camp Director, Head Chef, and Program Lead(s). Accountable to the Council of the Montlure Camp.

Responsibilities:

1. Work alongside all other staff living in Christian Community that creates lasting relationships
2. Cultivate good relationships with all campers, staff, and volunteers
3. To perform duties requested by the Head Cook including cooking and preparation for each meal
4. Wash dishes, silverware, glasses, serving pots/pans, etc. by hand and/or machine
5. Sweep and mop kitchen and dining/serving room as needed, and at the end of each day
6. Take out trash from kitchen, dish room, and dining room to dumpster daily and as needed
7. Clean and wash trash cans every other day and/or as needed
8. Organize recyclables: wash and flatten tin and metal; flatten aluminum cans, flatten boxes, etc
9. Help supervise overall dining experience
10. Train, lead, and work cooperatively with other Back-up Staff/volunteers to ensure successful operation of kitchen
11. Assist with serving meals to campers as needed, or finding and delegating other staff to serve
12. Oversee evening snack time
13. Supervise and manage campers on KP duty during the scheduled times
14. Supervise campers during counselor meetings and/or as extra support as needed, including providing relief support at night for counselor night off
15. Perform and Report Cabin Inspections
16. Follow all Montlure Policies and Procedures and ACA standards (with training)
17. Arrive early to camp weeks stated in term dates [of contract] as determined by Camp Director

Qualifications:

1. Have a relationship with Jesus Christ and a passion to share God's love in all that you do
2. Possess the strength, endurance, and patience to maintain pace of a 24 hour residence camp by working and being on alert for long hours, including being on your feet for the majority of each day
3. *Punctuality* and the ability to wake up at early hours, and to maintain schedule as assigned by the Camp Director/Head Chef
4. Ability to stay focused and work non-traditional hours to make certain tasks are complete
5. Ability to learn tasks as assigned and as needed
6. Must be able to lift/unload/move supplies and food
7. Use kitchen equipment safely
8. Determine cleanliness of dishes, food contact surfaces, and kitchen area
9. Have high energy, loving kindness, positivity, and patience with campers at all times
10. Have a positive attitude and be a team player with other staff and volunteers, always
11. Flexibility and adaptability to a fluid program that can change for various community needs
12. Completion of training requirements, submission of health history and criminal background check, hold AZ Food Handler's license prior to first day of camp
13. Must be at least 18 years, preference to those 19+ and with some camp staff/volunteer experience

Pay Rate and Benefits:

We strive to offer equitable and competitive salaries for employees while also recognizing working at camp is a non-traditional employment opportunity.

1. Kitchen Lead will be paid at a weekly camp rate at \$325-375 depending on experience
2. All meals are provided for the duration of camp (time off not included)
3. Housing is provided during camp week, and on weekends between camp weeks

*If Kitchen Lead is certified for archery instruction, there is opportunity to lead group activities and an increase of salary; More information and discussion during hiring process.

Living Arrangements:

1. During Overnight Camp, the Kitchen Lead will be provided space in the shared staff quarters with other summer staff and volunteers

Transportation:

1. Kitchen Lead is responsible for their own travel arrangements to and from camp

Time off expectations:

1. Kitchen Lead will have at least 24 hours off in between camp weeks, beginning when all camp week closing tasks are completed and signed off by the Director/Program Lead. (Staff are permitted to leave site on time off, or they can choose to stay on site)
2. The day prior to camp is considered a work/prep day starting at 1:30pm, or time given by Director
3. Kitchen Lead will have most nights off (not permitted to leave site). On some occasions, we may ask the Kitchen Lead to provide relief for counseling staff for one night
4. Kitchen Lead will have at least a one and half hour break each day, otherwise they are expected to be prepping, cleaning, or assisting with other camp duties as needed
5. Kitchen Lead is not scheduled to work June 15-22nd. (Potential housing off site may be negotiable.)

→ While Kitchen staff do not have regular night time duties (unless they are filling in as relief staff) **we do expect all staff to adhere to quiet hours and lights out.** *It is part of the job to be well-rested* for the next day of camp in order to ensure the overall safety and success of our program. Keeping late hours will *not* be tolerated. Montlure Camp requires you to show up for your scheduled start time without reminders or wake-up calls.