



Overnight Camp Kitchen / Back Up Staff Job Description

Main Objective: 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.

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

Roles and Responsibilities

- Work alongside all other staff living in Christian Community that creates lasting relationships
- Cultivate good relationships with all campers, staff, and volunteers
- To perform duties requested by the Head Cook including cooking and food preparation for each meal
- Wash dishes, silverware, glasses, serving pots/pans, etc. by hand and/or machine
- Sweep and mop kitchen and dining/serving room as needed, and at the end of each day
- Take out trash from kitchen, dish room, and dining room to dumpster daily and as needed
- Clean and wash trash cans every other day and/or as needed
- Organize recyclables: wash and flatten tin and metal; flatten aluminum cans, flatten boxes, etc
- Maintain water just ensuring they are always full
- Help supervise overall dining experience
- Train, lead, and work with Back-up Staff and any volunteers to ensure successful operation of kitchen
- Assist with serving meals as needed, or finding and delegating other staff to serve
- Oversee evening snack time and cleanup
- Supervise and manage campers on KP duty during the scheduled times
- Supervise campers during counselor meetings and/or as extra support as needed, including providing relief support at night for counselor night off
- Perform and Report Cabin Inspections
- Follow all Montlure Policies and Procedures and ACA standards (with training)
- Staff training not required for returning staff, *but is encouraged* (June 6 start date if not attending training).
* New staff must attend staff training.

Qualifications

- Have a relationship with Jesus Christ and a passion to share God's love in all that you do
- 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
- Punctuality and the ability to wake up at early hours, and to maintain schedule as assigned by the Camp Director/Head Chef
- Ability to stay focused and work non-traditional hours to make certain tasks are complete
- Ability to learn tasks as assigned and as needed
- Must be able to lift/unload/move heavy supplies and food
- Use kitchen equipment safely
- Determine cleanliness of dishes, food contact surfaces, and kitchen area
- Have high energy, loving kindness, positivity, and patience with campers at all times
- Have a positive attitude and be a team player with other staff and volunteers, always
- Flexibility and adaptability to a fluid program that can change for various community needs
- Completion of training requirements, submission of health history and criminal background check, hold AZ Food Handler's license prior to first day of camp (Do not need to have CPR/Certification but is highly preferred.)
- Must be at least 18 years, preference to those 19+ and with some camp staff/volunteer experience

Pay Rate & Benefits

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

- Kitchen Staff will be paid at a weekly camp rate at \$375-\$425 depending on experience
- All meals are provided for the duration of camp (time off not included)
- 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

- Kitchen Staff will be provided space in the shared staff quarters with other summer staff and volunteers

Transportation

- Staff are required to make their own travel arrangements to and from camp. We will work with staff on carpool arrangements if available

Time off Expectations

- Kitchen Staff 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/Assistant Director. (Staff are permitted to leave site on time off, or they can choose to stay on site)
- The day prior to camp is considered a work/prep day starting at 1:30pm, or time given by Director
- Kitchen Staff will have most nights "off" (*not* permitted to leave site and are considered "on-call."). Most weeks, we may ask the Kitchen Staff to provide relief for counseling staff in the camper cabins mid week.
- Kitchen Staff will have at least a one and half hour break each day (typically afternoons); Otherwise they are expected to be prepping, cleaning, or assisting with other camp duties as needed (such as special event set up, Night Games, etc.)

→ While Kitchen staff do not have regular night time duties (unless they are filling in as relief staff) **we 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 (as assigned by Head Chef) *without* reminders or wake-up calls.*

What is not considered time off:

- Meal Time; All meals will be eaten together as a staff or with campers at designated times
- If the Head Chef *does not* need the Kitchen staff to report, we expect staff to be part of the morning staff meeting; We expect all staff to be ready for the day prior to the set start time.