

Camp Jordan Kitchen Director

Duties and Responsibilities

Qualifications & Experience:

- **Must have a mature, growing relationship with Jesus Christ as their personal Savior.**
- **Must sign and adhere to the Statement of Faith and Ethical Conduct Policy.**
- **Must have good verbal communication skills.**
- **Must show maturity in decision-making.**
- **Must be able to take constructive criticism, be self-motivated, enthusiastic and resourceful.**
- **Ability to take direction from the Camp Director.**
- **Preferably be at least 20 years old.**
- **Complete a current Criminal Record Check/Child Abuse Registry Check.**
- **Must have an up to date certificate in food handling from the Department of Agriculture or the appropriate government department.**
- **Must have experience or training in meal planning for large groups.**
- **Must be willing and able to adapt to the conditions and programs of a camp setting.**

Responsibilities:

Before Camp Starts —

- **Prepare and follow an age-appropriate Camp Menu which will provide a wholesome, well balanced meal plan for the campers.**
- **Decide what can be donated and what needs to be bought.**
- **Prepare a donation list for the churches.**
- **Send the donation list to the churches and receive and store the items at Camp.**
- **Keep all grocery receipts and give to the treasurer.**
- **Schedule volunteers to assist in the kitchen (2 daily).**

During the Camping Season —

- **Prepare and serve meals with the help of volunteers, to be ready at scheduled times.**

- Ensure the cleanliness and sanitation of the kitchen, maintaining health standards according to NS government regulations.
- Ensure dishes are washed after each meal.
- Work with and supervise kitchen volunteers, keeping a good rapport.
- Shop for weekly supplies or have a volunteer do it.

After the Camping Season —

- With the Camp Director make sure that the camp is left in order.
- Submit a written evaluation, to the Personnel Committee, of your job and responsibilities and include any suggestions you have for improvements that could be made to the kitchen ministry.

Approved by CJ Board 2016