



## Food Service and Housekeeping Associate

### *Job Description*

**Mission:** To encourage youth, adults, and families to discover and strengthen a life-changing relationship with Jesus Christ through high-quality Christian camp experiences that consistently proclaim Jesus and reflect His love.

**Vision:** Lake Beauty Bible Camp (LBBC) is a place set apart where the heart, mind, body, and soul of every guest can encounter the living God.

#### **Organizational Relationships:**

##### **1. During the Summer Season (from Memorial Day to Labor Day):**

- a. Reports to and assists the Food Service Director every workday.
- b. General summer hours would be afternoon/evening shifts Sunday through Thursday with various schedule shifts to include extended weekend hours during special events.
- c. Provides direction, oversight, and support for seasonal summer staff employed to work in LBBC's kitchen.

##### **2. During the Retreat Season (Fall, Winter, and Spring months):**

- a. Follows the direction of the Food Service Director, including various kitchen duties, preparation and cooking of meals. Regular shifts during the retreat season are Friday through Sunday (generally afternoon/evening shifts on Fridays and Saturdays, as well as morning/afternoon every other Sunday).
- b. Follows the direction of the Lead Housekeeper every other Tuesday, and all day Wednesdays and Thursdays (day shift).
- c. Provides direction, oversight, and support for interns and volunteers tasked with working in LBBC's kitchen and housekeeping.

#### **Position Overview:**

The Food Service and Housekeeping Associate assists in providing guests with professional, consistent, and safe dining and lodging experiences. The duties of this position are twofold – when LBBC is hosting a food Service event, he/she primarily aids in various kitchen duties including the preparation, cooking and serving of meals. At times, this will include managing the kitchen's meal time operations while the Food Service Director is not available, using the plans laid out by the Food Service Director. During transition times between hosting events, he/she has the secondary responsibility of aiding the Lead Housekeeper in cleaning LBBC's facilities.

#### **Education and Experience:**

- High School Diploma or GED

#### **Job Responsibilities:**

##### **1. Kitchen Assistance**

- a. Execute and (when needed) manage the operations of LBBC's kitchen under the direction of the Food Service Director.
- b. Assist with meal preparation for various sized groups.
- c. Efficiently oversee the preparation, cooking and serving of meals.
- d. Ensure that guests receive a presentable and professional mealtime experience.
- e. Listen and respond to unforeseen food requests from guests.

- f. Maintain a clean and orderly work environment within the kitchen and dining areas.
- g. Work closely with and delegate tasks to other workers (volunteers, summer staff, etc.).
- h. Ensure that all sanitation, food storage and food preparation regulations are followed.
- i. Deal appropriately and creatively with any food allergies or sensitivities.

## **2. Housekeeping Assistance**

- a. Assist with cleaning guest spaces between usages.
- b. Take part in a yearly cycle of deep-cleaning tasks.
- c. Maintain a clean and orderly housekeeping storage closet.
- d. Report maintenance needs to the LBBC Properties department.
- e. Work closely with and delegate tasks to other workers (volunteers, interns, etc.).

*Additional tasks:* Work with area departments as needed to clean, prepare, and facilitate camp programming.

### **Knowledge, Skills, and Abilities:**

- o Basic managerial and people skills.
- o Ability to follow instructions from supervisors and maintain communication.
- o Ability to work in a fast-paced environment.
- o Ability to manage time well and meet imposed deadlines.
- o Ability to exercise independent thinking while keeping supervisors updated.
- o Good physical condition - can lift up to 40 lbs, carry items long distances and up stairs, maneuver in tight spaces, move furniture, and spend extended periods of time standing/walking.
- o Have a basic knowledge of food prepping, baking, and cooking.

**Type of Position:** Full-Time, Salaried, Year-Round

**Compensation and Benefits:** \$32,000 - \$36,000 salary, PTO, retirement plan, health share plan w/HRA, free meals when available.

### **Required Licensure/Certification:**

- o Possess a valid driver's license with a clean driving record.

*Apply at [lbbc.com/employment](http://lbbc.com/employment)*

**Lake Beauty Bible Camp**

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