



## Food Services 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 Services Director every workday.
- b. 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 Services Director most Fridays through Sundays, the Lead Housekeeper most Wednesdays and Thursdays.
- b. Provides direction, oversight, and support for interns and volunteers tasked with working in LBBC's kitchen and housekeeping.

### **Position Overview:**

The Food Services 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 the Food Services Director in the preparation 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. Ensure that guests receive a presentable and professional mealtime experience.
- d. Listen and respond to unforeseen food requests from guests.
- e. Maintain a clean and orderly work environment within the kitchen and dining areas.
- f. Work closely and delegate tasks to other workers (volunteers, summer staff, etc.).
- g. Ensure that all sanitation, food storage and food preparation regulations are followed.
- h. 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 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/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

**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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