

Quaker Haven Camp Job Description

Position: Food Service Director

Responsible To: Executive Director

Qualifications:

1. A committed Christian with references or evidence of Christian walk.
2. Prior foodservice experience with a preference of management experience.
3. Some education in area of foodservice or management.
4. Capable of working in a team environment or individually.
5. Organizational skills to manage records and time effectively.
6. Self motivated, enthusiastic about ministry service.
7. Ability to work long hours on your feet and a work ethic that demonstrates commitment to Christian service.
8. Leadership style that inspires teammates to follow, provides accountability, and creates an environment for learning.

General Responsibilities & Requirements:

1. Understand and communicate Quaker Haven's mission and philosophy of ministry.
2. Spiritual growth through worship & involvement in a local church.
3. Reporting to Executive Director weekly to coordinate schedule & budget.
4. Responsible to work 40 hrs/week minimum realizing more may be necessary at times. Time off must be taken within constraints of camp schedule.
5. Continue to learn & grow professionally through educational opportunities provided by CCCA, food vendors, state Foodservice Manager Certification, etc.
6. Demonstrate a Christ like attitude in daily life, work, relationships, and conflict management.
7. Dress and appearance to be a credit to Christ, QHC, and the job duties.
8. Other tasks outside of foodservice as management deems necessary and schedule allows.
9. Food Service director is required to live on camp and maintain staff housing to standards in QHC housing policy.

Specific Responsibilities:

1. Day to day planning and operation of foodservice program.
2. Menu preparation based on age, size, and special needs of guests.
3. Planning special events such as fundraising dinners, receptions, catered meals.
4. Keep kitchen & dining hall facilities clean, attractive, and maintained to state regulations.
5. Maintain equipment in kitchen, dishroom, and canteen.
6. Assist in hiring and leading summer staff and seasonal part time help.

7. Training & supervision of summer staff in daily housekeeping duties.
8. Manage relationships with vendors to ensure high quality, and cost control.
9. Inventory, ordering, organization of food, housekeeping supplies, & equipment.
10. Oversight of canteen, ice sales & soda machines.
11. Oversight of camp laundry.

Quaker Haven Camp defines the job responsibilities with the understanding that as the camp's needs change and challenges or opportunities arise, duties and responsibilities may change. Job descriptions will be reviewed in conjunction with staff evaluations to accurately reflect these changes.

Quaker Haven Camp is an At-Will employer, which is defined as, at the will of either the employee or the employer termination can be made at any time. Common consideration on either part is expected. Under normal circumstances 'common consideration' is defined as a two week notice.

Quaker Haven Camp Mission Statement

Quaker Haven Camp provides a natural retreat facility to support youth and family ministries of Indiana Yearly Meeting and Western Yearly Meeting of Friends and the wider body of Christ.

Philosophy of Ministry

Guests come to Quaker Haven to learn, worship, serve, relax, and fellowship. God uses time spent at Quaker Haven to speak into the lives of His children. It is our ministry to provide for the physical needs of guests to remove distractions in order that God may remain their sole focus. The appearance of the buildings and grounds, comfort of the furnishings, and quality of the food all contribute to the camp and retreat experience. Therefore we shall strive to meet standards, exceed expectations, and continually seek improvement in all we do. We understand that the camp and retreat ministry requires a commitment of time and devotion beyond the demands of secular employment, but we are motivated by the joy of service to our Lord. This attitude with which we serve is equally as important as a testimony to our guests, volunteers, and support staff.