



# Camp Nakamun

## Ministry Job Description

### Overview

<b>Ministry Job Titles:</b>	Kitchen Coordinator
<b>Reports to:</b>	Food Services Manager
<b>Primary Purpose:</b>	Camp Nakamun's Mission is to help people "Encounter God, Enrich Relationships and Experience Creation". The Kitchen Coordinator supports this mission by ensuring our kitchen is running efficiently and effectively and by caring for the needs of our guests and mentoring junior staff and volunteers.

### Summary

Camp Nakamun is looking for a Kitchen Coordinator (or 'Sous Chef') to work alongside our Food Services Manager and help oversee our kitchen. As a camp, we serve our meals cafeteria style three times daily. We are seeking someone who is passionate about Christian Ministry, enjoys working with and training youth and young adults and desires to serve others through hospitality. Prior kitchen experience or culinary qualifications are an asset but not necessary. We are willing to create a training/development program for the right candidate.

### Responsibilities

#### Responsibility #1 Lead Cook

The Kitchen Coordinator will be required to take a regular shift as the lead cook in the kitchen:

- Organize groceries, kitchen supplies and kitchen staff to efficiently prepare meals and evening snacks.
- Ensure all meals achieve a quality standard, are ready on a pre-determined schedule and in sufficient quantity.
  - Food safety is critical – 'FoodSafe' or equivalent training is an asset but can be provided.
- Instruct and oversee the serving team, ensure proper portions and efficient flow through the cafeteria.



- Work with the hospitality team to ensure necessary alternatives are available for guests with allergies or other dietary restrictions.
- Ensure food preparation spaces and equipment are regularly cleaned.
- Receive and sort new stock.

### **Responsibility #2 Kitchen Leadership & Staff Development**

Part of our organization's mission is to mentor and invest into youth and young adults. We are committed to providing them an opportunity to learn new skills, to be mentored by our leadership team, and to grow in character. We do this purposefully and gladly with the knowledge that most of these young people will only be on staff for a short time.

The Kitchen Coordinator will work closely with the Food Services Manager to fulfil this mission within our kitchen and train and mentor new kitchen staff, which range from volunteers, seasonal or casual staff, and permanent staff.

### **Responsibility #3 Administrative Support for the Food Services Manager**

Our expectation is that the Kitchen Coordinator will eventually cross-train with the Food services Manager to ensure support and redundancy for the following administrative tasks:

- Menu planning and recipe design
- Grocery & kitchen supplies orders
- Kitchen team schedules
- Coordinating with the site and facilities team for proper upkeep of the kitchen and its equipment.
- Coordinating with the hospitality team to ensure guest needs are met.

### **Responsibility #4 Team Member**

Every member of our team is meant to fulfil a specific role within the organization, and we want our staff to have the time & space to focus on the priorities of that role. However, the realities of camp operations require that each of us be willing to step outside of that specific role, when circumstances demand, to support the broader needs of the organization. Therefore, this job, like all others at camp, requires a willingness to serve our guests and campers in practical ways (e.g., serving meals, doing dishes, facilitating activities, general housekeeping etc.). This will occur most often during our slower months, between November and February, where our seasonal staff compliment is low and our full-time staff are needed to help with hosting the groups onsite.



## **Responsibility #5 Ambassador for the Mission of Camp Nakamun**

All Employees of Camp Nakamun are also ambassadors of the Camp Mission. In this role you will be asked to adhere to our community standards. This includes understanding that our organization is a Christian Ministry and falls under the spiritual authority of the Christian & Missionary Alliance, including its statement of faith and any other doctrinal guidance it provides.

## **Job Requirements**

- A strong work ethic, the ability to work both with others and individually, the willingness to serve and a desire to grow professionally and personally.
- Passion for Christian Ministry, and particularly a strong desire to serve through hospitality and mentorship.
  - a. Experience and desire to lead, train and mentor youth and young adults is required.
- Interest/aptitude in food preparation. Prior kitchen experience or culinary education is a definite asset but not required.
- Comfortable working with common kitchen tools (e.g. knives) and large kitchen appliances (e.g. conventional ovens, steam oven, deep fryer, gas range, large mixers, etc.)
- Good time management Skills – able to work under time pressure and to a strict meal schedule.
- Is in good health and physical condition and can carry out the work required within a busy kitchen environment
  - a. For example: carrying boxes or large trays of food, standing for long periods, working in a warm environment.
- Experience in a Christian camp is an asset but not necessary.
- Supportive of the mission, vision, and values of Camp Nakamun Ministries (available upon request).

## **Compensation**

### **Hours:**

This is a full-time (nominal 40hrs/week) permanent, year-round position.

### **Salary/Wages:**

This is a salaried position. Camp Nakamun uses a unified salary grid for all employees. This grid considers years of service, skills/experience/education of the individual, and organizational and managerial authority of the role. The starting range for this position is \$40,000 to \$46,000. Exact salary within this range will be determined based on the relevant skills, experience, and education of the successful candidate.



All salaries are reviewed annually and adjusted to account for inflation, changes in the employees' responsibilities, and overall impact on the organization.

### **Benefits:**

Health and retirement benefits will be provided following the first full year of service.

### **Vacation and Personal Leave:**

All Year-round Employees are provided with vacation benefits and personal leave according to Camp Nakamun's 'Vacation and Leave Practice' (available for review upon request).

### **Other Perks:**

Camp Nakamun provides a number of perks for its employees, including, flexible scheduling, access to meals during work hours and personal/family access to the facility.

### **Accommodations:**

Onsite housing is available if needed and can be negotiated within the context of a total compensation package.

## **Interested?**

Please send a cover letter and resume to Kerri Stennes:

[Kitchen@CampNakamun.com](mailto:Kitchen@CampNakamun.com)