



PORTAGE LAKE BIBLE CAMP

4158 CAMP DELIGHT ROAD
ONEKAMA, MI 49675
(231) 889.5911
PORTAGELAKE.ORG

YEAR-ROUND KITCHEN ASSISTANT JOB DESCRIPTION

This is an hourly paid position that will be part-time (mostly weekends) September-May and full-time June-August.

General Qualifications:

- At least 18 years of age.
- Willingness to engage in an intentional Christian community.
- Be a team player and have the ability to serve outside of job description when needed.
- Commitment to live and act in accordance with Portage Lake Bible Camp and the Evangelical Covenant Church beliefs and values while employed at PLCBC.
- Excellent communication, organizational, and interpersonal skills.

Specific Qualifications:

- Prior experience in and knowledge of food service desired.
- Ability to plan and lead with effectiveness and efficiency.
- Strong leadership and executive skills, with the ability and willingness to appropriately delegate.

Duties and Responsibilities:

- Responsible to the Food Service Manager.
- Participate and engage in all aspects of staff training and on-boarding.
- Assists the Food Service Director in all aspects of Dining Hall and kitchen operations, including, but not limited to:
 - Guest, camper, and staff care
 - Cooking and cleaning
 - Truck deliveries and stock organization

To apply, submit a resume or interest letter to Patti Church via email at patti@portagelake.org.