



## Canteen & Cool Beans Lead Job Description

### **Position Summary:**

The Canteen/Cool Beans Lead plays a vital role in our mission of "Every life impacted for Christ." This position is responsible for creating a welcoming environment and providing excellent customer service to guests through the daily operation of the coffee shop, canteen, and camp store.

### **General Qualifications:**

- At least 18 years of age
- Completion of one year of college and/or be post-high school one year. Two years preferred.
- Has a personal relationship with the Lord and basic Biblical understanding.
- Desire to pursue personal growth.
- Is a positive Christian role model with a servant attitude.
- Willingness to live in an intentional Christian community.
- Be a team player and can serve outside of job description as needed.
- Commitment to live and act in accordance with Portage Lake Bible Camp and the Evangelical Covenant Church beliefs and values while employed.
- Eagerness to live in a rustic, unplugged setting.
- Excellent communication, organizational and interpersonal skills.
- Ministry leadership experience and/or experience working in a camp setting is highly preferred.

### **Specific Qualifications:**

- Exceptional customer service skills.
- Experience in service, hospitality, and/or sales industry is highly preferred.
- Barista experience highly desired.
- Knowledge and/or certification in ServSafe practices are highly preferred.

### **Duties and Responsibilities:**

- Responsible to the Program Director.
- Participate in and engage in all aspects of staff training and on-boarding.
- Involvement in programming through attending events, games, chapel, etc.



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- Support counseling and other leadership staff throughout the day (ex: engaging with assigned cabins, helping with events, etc.)
- Be an initiator and supporter of health, life-giving community among the summer staff.
- Participate in general camp cleaning, maintenance, and assisting in the kitchen as needed.

### **Area Specific Duties/Responsibilities:**

- Create a hospitable environment for all campers, guests, and staff.
- Provide excellent customer service, products, and assistance to all customers.
- Follow all ServSafe requirements (including but not limited to- cleanliness, hand-washing, dishwashing, date marking, and food storage guidelines).
- Stewardship of area through keeping accurate inventory. This includes reporting inventory to Food Service Director for ordering/restocking needs.
- Train and provide leadership to all staff and/or volunteers assigned to the Canteen/Cool Beans area and camp store.