



**PORTAGE
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Kitchen Crew Job Description

Position Summary:

Kitchen Crew team members play a vital role in our mission of "Every life impacted for Christ." Kitchen Crew staff are responsible for creating an inviting atmosphere through both meals and services that directly impact on our guest experiences. All summer kitchen positions are split into two shifts throughout the summer. Shift assignments will be discussed and decided during staff training.

General Qualifications:

- At least 16 years of age.
Please Note: Staff that are of Senior High Camper age are permitted and encouraged to Senior High week as campers.
- Has a personal relationship with the Lord and basic Biblical understanding
- Desire to pursue personal growth
- Can be a positive Christian role model with a servant attitude
- Must work well on a team and have both the ability/willingness to serve in other areas 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.
- Must have a positive attitude and teachable spirit
- Must be dependable, able to arrive at work on time, and be willing to know/keep a schedule.

Duties and Responsibilities (Include, but are not limited to):

- All kitchen positions report to Food Service Director. Also reports to Kitchen Manager and/or Kitchen Lead.
- Meal preparation, service, and cleaning.
 - o Meal preparation might include setting out utensils, dishes, setting up the salad bar, making coffee, restocking the juice/milk areas, etc.
 - o Some light cooking/food preparation may be required at times (specific instructions will be provided especially when handling sharp objects and/or ready to eat food)
 - o Service might include restocking items during the meal, watching the buffet lines and cold bars, etc.
- No previous food service experience necessary.
- Must be able to receive and follow specific instructions.



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- Keeping shared spaces in the Dining Hall clean and in good repair (including but not limited to the game room, dining area, and bathrooms).
- Weekly deep clean of the kitchen and dining hall areas after each session of camp has ended. Might also be required to assist in other locations as needed to ensure camp is ready for next group. A major deep cleaning of the kitchen and dining hall will happen during staff training and after summer camp has ended before being dismissed to staff party.
- Operating the dishwasher and putting away all cleaned, sanitized, and air-dried kitchenware.
- May be required to assist in restocking food items after deliveries.
- Participate in and engage in all aspects of staff training and on-boarding.
- Responsible for maintaining a clean and tidy cabin and all shared spaces.
- Timely attendance and participation in all staff meetings and debrief.