



**PORTAGE
LAKE** BIBLE
CAMP

Kitchen Crew Lead Job Description

Position Summary:

The Kitchen Lead plays a vital role in our mission of "Every life impacted for Christ." Kitchen Leads are responsible for direct food preparation, customer service, and leadership of the summer kitchen team. 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 18 years of age
- 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.

Specific Qualifications:

- Excellent communication, organizational, and interpersonal skills.
- Ability to plan and lead with effectiveness and efficiency.
- Strong leadership and executive skills, with the ability to delegate appropriately.
- Food service experience required. ServSafe Certification is strongly preferred.
- Ability to understand and prepare allergen free/friendly foods for guests with special diets.

Duties and Responsibilities:

- Reports to Food Service Director and Kitchen Manager.
- Participating in and engaging in all aspects of staff training.
- Lead summer kitchen staff and SWIM campers in daily kitchen operations, while also providing guidance, feedback, and ensuring follow-up in completion.
- Build intentional relationships with all kitchen staff. Will be asked to have biweekly one on ones with summer kitchen staff with the intention of discipling them in their relationship with God and providing feedback, support, challenges, and encouragement in their roles.
- Meal preparation and presentation.
- Must be able to receive and follow specific instructions.
- Keeping the food preparation areas clean and in good repair.



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- 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.
- Will help restock food items and disposables after deliveries. Be an initiator and supporter of healthy, life-giving community among the summer staff.
- Assist in organizing, leading, and participating in general camp cleaning and maintenance.
- Responsible for maintaining a clean and tidy cabin and all shared spaces.
- Timely attendance and participation in all staff meetings and debrief.