



Camp Kwasind

SUMMER 2024 JOB DESCRIPTION

POSITION: Dining Hall Coordinator

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks develop and nurture Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The Dining Hall Manager is focused on the successful oversight of the dining hall. They will report to the Assistant Director - Logistics. This is a seasonal summer camp contract position.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the mission, faith, philosophy, staff code of conduct and core values of CBOQ & Camp Kwasind.
- Be at least 18 years old, preferring to be 19 years or older.
- Experience in managing others and administration.

RESPONSIBILITIES:

General

- Exhibit professional Christian behaviour at all times.
- Attend daily on-site meetings.
- Ensure that all staff and campers are made to feel welcome at Camp Kwasind.
- Adhere to the rules and regulations of camp as established by Camp Kwasind.
- Attend all applicable staff meetings and Bible studies as scheduled.
- Be an example of Christian living in each experience you share with the campers and/or fellow staff.
- Work closely in conjunction with the Managing Director & Assistant Director – Logistics.
- Provide the Executive Director with a department report at the end of the season including progress, program updates, staff concerns, and an inventory regarding the dining hall and tuck shop.
- Attend all staff meetings, trainings, and staff bible study/faith practise and weekly chapels
- Active participation in Campfires, Vespers, Camper chapel, Camp Wide-games, and other programmatic elements as is requested and that is possible with this role

Dining Hall

- Ensure we lead with customer service.

- Assist Program Director with Creative set up of dining hall and theme activities.
- Build positive relationships with campers.
- Always have coffee on and ensure that every guest who comes on-site is offer a cup of coffee.
- Assist in dishes and meal prep as needed.
- Ring bell for mealtimes.
- Ensure that there is necessary equipment in the dining hall / on-site and is in good repair and safe.
- Ensure that we have proper inventory of dining hall and kitchen needs in reserve.
- Make recommendations for necessary needs in the dining hall.
- Schedule all seating location and staffing assignments.
- Record meal numbers and report to Office Manager after each meal.
- Manage Specialty diets – ensure GB is aware and double check that campers/staff get the right food.
- Work with Managing Director to assess quality and quantity control of food

Scheduled Dining Hall Duties

- Daily check-in with kitchen staff.
- Liaison between GB Catering, head cook & Kwasind Managing Director.
- Assist in dining hall decoration by program.
- Foster a positive environment in the dining hall context.
- Establish best practice for Dining Hall Procedures for effectiveness and maximum camper experience.
- 15-20 Minutes before Meal Bell
 - Check if the meal is running on time and what the meal is.
 - If it is not on time, notify Director and Program Director.
 - Is there Fresh warm soapy water to wash tables.
 - Garbage is not more than half full.
- Once bell has been rung
 - Direct and support staff in setting up tables.
 - Make sure everything comes out that needs to before the meal.
- During Mealtime
 - Make sure special diets get their food.
 - That refills happen in order.
- During Clean-up/between meal and desert
 - Attend the dish rack making sure it is organized for the dish crew allowing them to get through dishes faster.
 - Let kitchen know when ready for dessert.
 - Close doors during announcement.
- After Meal
 - Make sure dining hall is ready to be cleaned.
 - That the coffee station is cleaned.

Additional Roles

- Check in with the Managing Director to see if there is any additional work that they or the Assistant Directors need a hand with.

- Support Assistant Director - Program with creative program elements.
- Serve as a Cabin Buddy where you will assist in spiritual conversations, prayers for campers and cabin staff, and being a model of Christian living to those campers in that cabin.
- Other duties as assigned by the Managing Director or Assistant Director – Logistics

ACCOUNTABILITY:

- This position is directly accountable to the Assistant Director – Logistics and Staff Support– while coordinating relationship with GB Catering in connection with Managing Director.