DINING HALL COORDINATOR

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Director of Operations
Period: Mid June for Staff Training till the end of Summer Camp Weeks (exact dates set in contract)
Honorarium: Starting at $250/ week (plus room & board)

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 Coordinator is focused on the successful oversight of the dining hall. Their primary focus is to work with the GB staff and Head of Logistics to ensure campers and staff are well cared for and have quality experience at each meal. They will report to the Office Manager.

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.
- Recommendation to have Food Handlers Certification
- Experience in managing others and administration.

Responsibilities:

- Always exhibit professional Christian behaviour.
- 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 Director of Operations & Head of Logistics.
- Provide the Director of Operations with a department report at the end of the season including progress, program updates, staff concerns, and inventory regarding the dining hall.
- Attend all staff meetings, trainings, and staff bible study/faith practice and weekly chapels
- Active participation in Campfires, Vespers, Camper chapel, Camp Wide-games, and other programmatic elements as requested and that is possible with this role.

Dining Hall Oversight

- Ensure we lead with customer service.
- Always have fresh coffee on and ensure that every guest who comes on-site is offered a hot drink or water.
- Build positive relationships with campers and staff as they come through the dining hall line.
- Ring bell for mealtimes and communicate any unavoidable delays to the Head of Program.
- 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.
- Establish the dining hall protocol and train staff in the procedures (i.e., serving campers, avoiding cross contamination, cleaning properly)
- Make recommendations for necessary needs in the dining hall.
- Record meal numbers and report to Office Manager after each meal.
- Work with the Head of Logistics to manage Specialty diets – ensure GB is aware of camper and staff needs and double check that campers/staff get the right food.
- Work with Director of Operations to assess quality and quantity control of food.
- Encourage staff to be constructive regarding the food and service, not critical.
- Review the camper surveys to reflect on dining hall service that week and adjust as needed.
- Figure out the table set-up weekly with numbers from the Office Team

Scheduled Dining Hall Duties

- Daily check-in with kitchen staff.
- Liaison between GB Catering, head cook & Kwasind Director of Operations.
- 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 the Head of Program.
    - Ensure there is fresh warm soapy water to wash tables.
    - Confirm garbage is not more than half full and does not have a negative smell.
- 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 campers/staff get their food.
    - Ensure that refills happen in order.
- During Clean-up/between meal and dessert
    - Attend the dish rack, making sure it is organized for the dish crew allowing them to get through dishes faster.
    - Let kitchen know when we are ready for dessert.
    - Close sliding barn doors during announcements or whenever access to the serving area is not needed.
- After Meal
    - Make sure the dining hall is ready to be cleaned.
    - That the coffee, salad/soap/cereal stations are cleaned.

Additional Roles

- Assist Head of Program with Creative set up of dining hall and theme activities.
- 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 Admin Team.
- Assist in the Tuck Shop as needed, supporting sales, restocking, organization, and creating a welcoming experience for campers and guests.
- Set-up and manage the snack/ coffee station on Opening and Closing Day

Your Support

- Director of Operations– They will support and mentor you during your time at Kwasind with 1 on 1's, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.