

Food Services Coordinator Job Description

Role Title: Food Services Coordinator
Reports To: Camp Director
Positions Supervised: Support Crew Leader, Kitchen Workers

Overview of Role:

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Director, the Food Services Coordinator, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for ordering, meal plans, preparing meals, controlling budget and kitchen costs, organizing volunteers and kitchen workers for events and summer ministry.

Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church
- To accomplish the primary objective through camping ministry, by effectively planning programs and other activities related to Sandy Cove Bible Camp by serving healthy food in a welcoming environment.

Key Responsibilities:

- Ensure the Gospel is a part of all aspects of camp and other ministries
- Plans, approves, and prepares a nutritious, quality menu including making allowances for special dietary requests.
- Manages food inventory including making delivery orders and providing supplies list for buyers who need to pick up supplies.
- Responsible for training Support Workers and Volunteers of their kitchen duties.
- Responsible for communicating with Director the number and skill of kitchen workers needed for all camps and events including Guest Groups.
- Leads the team of kitchen workers in conjunction with the Support Crew Leader
- Supervises kitchen operations for all camps and groups.
- Report unsafe or faulty equipment to the Executive Director.
- Ensure that the kitchen meets HEALTH DEPARTMENT STANDARDS related to cleanliness.

Core Competencies

- Passion for the Gospel
- Love for Cooking and Baking
- Organized
- Flexible to change. Able to adjust the menu if circumstances like a food order not arriving yet dictate
- A team player sharing ownership of the ministry with other missionaries and volunteers.
- Teachable, willing to lead others.
- Honest, loyal to the camp and its workers. They must also actively support decisions as well as roles and responsibilities of the staff on site.
- Able to manage time and ensure the workers as well as themselves receive adequate breaks.

Job Requirements

- Follower of Christ
- Excellent food handling and preparation skills
- Experience in preparation of "from scratch" baked goods, not pre-prepared
- Ability to communicate effectively: verbally and written
- Ability to give direction and to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to organize and coordinate multiple priorities
- Ability to work well as a team member and leader
- Ability to operate related equipment.

Education and Experience

- Graduation from a recognized cook's training program plus 3 years related experience or; an equivalent combination of education, training and experience.
- Recent Level 2 Food Safe Certificate.
- Experience with camping ministry is an asset

Physical Demands

The role of a Food Services Coordinator is a physically demanding job. The successful applicant must be able to keep up with that demand.