

# Canteen Team

## **Canteen – Lead**

The Canteen Lead is responsible for the planning, purchasing and the organization of the Canteen area. They will lead a team to ensure that campers and staff receive a daily snack and drinks during the scheduled open times. They will coordinate with the Lead Kitchen when preparing a menu of items and snacks available to avoid duplication in ordering and food. They are responsible for managing and communicating with the canteen staff a schedule, and assignment of duties. They will communicate with the camp director to stay within the allotted budget for the given year. They are responsible for ensuring the necessary supplies are transported to and from camp, and for maintaining the inventory of supplies for the canteen. The Canteen lead is also responsible for the duties of the Canteen Assistant.

## **Canteen - Assistants**

The Canteen Assistants are responsible for working with the Canteen lead to ensure that the Canteen is appropriately staffed during all scheduled open times. For maintaining camper or staff checklists, inventory and that supplies are stocked, while maintaining appropriate temperatures for each food product.

## **Essential Responsibilities - Lead**

- Responsible for ordering and purchasing the week's snacks and drinks for campers and Staff.
- Stay within the given budget and purchase all supplies before camp.
- Ensure all necessary supplies are transported to and from camp, either on the trailer or personal vehicle.
- Organize and maintain the designated canteen area.
- Have clearly outlined explanations and expectations for assistants.
- Set and communicate a schedule for all Canteen Staff to ensure designated open times are adequately staffed.
- Be punctual and organized, ensuring that canteen opens on time for each designated daily time.
- Make sure that the canteen area is left clean and meets the standards set by the camp facilities.
- Communicate inventory of supplies bought, used, and left over with Director.
- Know and understand ALL emergency procedures associated with the camp
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## **Essential Responsibilities - Assistant**

- Be punctual and organized, ensuring that the scheduled open times are adequately staffed.
- Organize and maintain the designated canteen area.
- Make sure that the canteen area is left clean and meets the standards set by the camp facilities.
- Know and understand ALL emergency procedures associated with the camp

## **Qualifications - Required**

- A healthy relationship with Jesus
- Must pass a back ground check
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.
- Attend scheduled meetings and trainings
- Participate enthusiastically, **Have fun!**

## **Physical Demands**

- Must have the ability to lift 20lb
- Must have the physical ability to stand on your feet for long periods of time.

## **Special Notes:**

- References- (Pastor, Elder, Ministry leader, Mentor etc.) may be requested for consideration of this role
- Minimum 1 year of recent attendance as a staff member at Sierra Bible Camp, Stockton, Lodi and Galt experience is required before being considered for the role of the Sports and Recreation - Lead
- Final decision of staff personnel is at the discretion of the Camp Committee, Lead Boys and Girls Counselors and/or Camp Director