



STOCK ASSISTANT

LEADERSHIP LEVEL	Kitchen Team
SUPERVISOR	Food Services Manager
POSITION TYPE	Paid 8 weeks @ minimum wage (40hrs / week)

Position Overview

Under the direction of the Food Services Manager and the Kitchen Leads, the Stock Assistant will receive, record and organize incoming orders 3-5 times per week. You will also assist in preparation, set up and clean up of meals that span across the day, ensuring cleanliness in the kitchen, dining hall and patio daily. Working alongside the Kitchen Lead, Kitchen Assistants, DTP's and Volunteers while providing excellent customer service and a high quality food experience for campers and guests during our spring/summer season. You must be willing to work flexible hours in order to receive orders, early mornings and shifts 7 days a week.

Responsibilities:

- Provides spiritual leadership to all campers and summer staff.
- Models a Christ-like life and servanthood in relationships and attitudes towards campers, staff and camp responsibilities.
- Under the direction of the Food Services Manager, cook and and serve meals for kids and family camps.
- Act as a leader while working with other Kitchen Leads and Kitchen Assistants.
- Attend and participate in summer staff meetings.
- Attend and participate in Team Kitchen meetings.
- Must attend staff training prior to the start of summer camps.

- Be familiar with and implement safety, fire, and first aid policies of Green Bay Bible Camp.
- Ensure the cleanliness of the kitchen and dining hall at all times including sweeping floors, mopping floors, washing laundry, washing counters and ovens, equipment used in prep, and washing dishes.
- Assist the Kitchen Lead in meal prep: Cutting, Chopping, Peeling, Baking, etc
- Set up and takedown of the dining hall for meals and snacks.
- The ability to listen carefully, take direction and complete tasks effectively and in a timely manner.
- Flexibility In scheduling and availability on both weekdays and weekends.
- Willingness to work either early mornings or late evenings.
- Participate in weekly campus clean up at the end of each camp session.

Qualifications:

- Must have or be Graduating High School by start date.
- Will be responsible to Record Inventory, Unpack and Put away orders, in a timely manner.
- Organize items in the freezer, cooler and pantry.
- This position requires an individual who pays attention to details and is well organized.
- You must be able to lift heavy boxes and be comfortable working in the Cooler and Freezer for long periods of time. Some stock may be 20 lbs and difficult to lift.
- Must live on Site and be flexible in work times to receive orders.
- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude.
- Experience in a kitchen setting working with food and food related equipment.
- Either hold a Food Safe 1 certificate or be willing to obtain one prior to your start date.
- Be able to work independently and exercise good judgment.
- Give the “extra” in order to provide a high level of excellence while prepping, cooking and serving food.
- Work well with a team.
- Be enthusiastic by nature.
- Have good communication skills.
- Have good interpersonal skills.
- Must be able to work for long periods of time on your feet, lift heavy objects, mop and sweep floors and wash dishes.
- Must be a Self Starter and Problem Solver.

- Ability to be flexible in your scheduling and available both weekdays and weekends.
- Willing to start as early as 5 am Monday through Saturday.
- Not plan on taking any time off during the months that Summer Kids and Family Camps are running.
- Strong work ethic.
- Have strong organizational skills and the ability to model this to others.
- You will be responsible for both prepping food, cooking food and cleaning up the kitchen and dining hall, ensuring a checklist of tasks is completed each day.
- Understand and abide by the policies and procedures of Green Bay Bible Camp.
- Loves youth and kids and has a desire to see them grow in their relationship with God.

Staff Core Values

We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling responsibilities.
- c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

- a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

- a) We will value one another's opinions and perspectives even when there might be a disagreement.
- b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.
- c) We will refrain from talking about other staff members behind their backs.
- d) We will respect the confidentiality of information on sensitive issues.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.