Job Title: Fort Kitchen Manager	Supervisor: Executive Chef/Guest Services
Job Type: Leadership Team	Position Type: Honorarium/Raised
Revision Date: February 2021	Position Length: 17 weeks

Position Description

- The Fort Kitchen Manager looks after the daily operations of the Fort kitchen, planning and preparing breakfast, lunch, supper as well as an evening snack for our Fort campers and staff including:
    - Training in the lodgeside kitchen in the spring and then moving to managing the Fort kitchen for July and August.
    - Cleaning, setting up and stocking the Fort kitchen prior to summer camp.
    - Looking after food and supplies inventory for the Fort and communicating food that needs ordered in a timely fashion to the executive chef.
    - Transporting food from the main lodge to the fort kitchen.
    - Assuring that checklists are complete and the kitchen is clean and ready for the next day including tasks such as laundry, sweeping, mopping and sanitizing surfaces.
    - Ensuring all dishwashing is complete according to the three sink method.
    - Collaborating with the Fort Cabin Circle Directors about logistics on a regular basis.
- The Fort Kitchen Manager will have a growing faith and personal relationship with Jesus
    - A deep sense of followership in the way of Jesus as they invite others to follow them.
    - Character - Hold oneself to a high standard of integrity in all areas of life (having a good reputation in the church and community, having a good personal work ethic, having sound Christian character, and having the respect of their own family). Exemplify a healthy Bible study and prayer life. Having a heart for seeing people grow spiritually, deepening their walk with Christ.
- The Fort Kitchen Manager will be a team player that helps in creating a healthy and Christ-centered atmosphere of work.
    - Be active and intentional in the discipleship and mentorship of the support staff students that are in your care, partnering with Fort Cabin Circle Directors and other Spring Staff as applicable.
    - Hold the care of other team members as a high value - supporting and encouraging other staff, refraining from gossip, comparison or harmful talk.
    - Create a healthy and inviting atmosphere for all staff and volunteers.
    - Wholeheartedly participate in the camp program by attending chapels and games as available.
    - Assistant Cooks will live in the Fort Mercantile and must ensure living quarters are kept clean and orderly.

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

- The Fort Kitchen Manager will seek to humbly serve under the authority of SABC
    - Be familiar and ready to adhere to SABC's Plan to Protect, REDI covenant, and emergency policies.
    - As this is a volunteer position that receives an honorarium you will be required to raise approximately half of the finances through donations in support of your work at SABC. Each team member will make every effort through approved channels to raise the agreed portion of the honorarium explained in their contract. You are responsible to be aware of and work towards fulfilling this amount.
    - Assist with the readying of Camp in the spring and/or hosting Guest Group Rentals (if applicable)
    - Chemistry - Able to submit to the authority of God, take direction from the SABC leadership, and to work as a team player with staff and volunteers.
    - Must endorse and support the SABC Statement of Belief, Mission Statement, and Staff Code of Conduct.
    - Hold an up to date first aid certification. (SABC runs one course in June)
    - Able to produce a Criminal Record Check, Social Services Intervention Check and a 3 year driver's abstract.
    - Food Safety Certification would be an asset but can be obtained upon hiring.
    - Moving stock from the Lodge to the Fort requires the ability to lift heavy objects.
- Covid Communication
    - As we adjust and plan in a variety of ways for summer, and doing all that is in our power to make camp happen as we are able/allowed, it is expected that our staff will step into roles and responsibilities that may look different than previous expectations.
    - Please be prepared that the expectations, duties and responsibilities are fluid as we look ahead.

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