



Guest Group Manager & Lead Cook

Organization: Bayside Camp and Retreat Centre www.baysidecamp.org
Location: Halifax, Nova Scotia
Position Type: Full-Time, Year-Round
Reports To: Executive Director

Role Overview

We are seeking a unique, hospitality-driven leader to serve as our **Guest Group Manager and Lead Cook**. This role is the heartbeat of our year round retreat ministry. You will be the primary point of contact for guest groups (churches, schools, and non-profits) from the initial booking through their departure, while also overseeing the culinary experience that sustains them.

The ideal candidate possesses a "servant's heart," combining professional administrative organization with the ability to lead a kitchen that produces high-quality meals for groups ranging from 20 to 200.

Bayside is a summer camp and year round retreat centre, we run 7-8 weeks of summer camps through July and August. September- November and February to May we run primarily weekend groups with a few mid week groups in September and November. May and June are weekend groups combined with School programs mid week.

Key Responsibilities

1. Kitchen Leadership

- **Meal Planning:** Design nutritious, cost-effective, and appealing menus for diverse age groups (youth camps to adult retreats).
- **Food Preparation:** Lead the hands-on preparation and service of all meals, ensuring high standards of taste, presentation, and timeliness.
- **Dietary Management:** Safely manage food allergies and specialized dietary requirements (GF, Dairy-Free, etc.).
- **Kitchen Operations:** Oversee food ordering, inventory management, and budget tracking. Maintain health and safety standards.



2. Guest Services & Retreat Management

- **Hosting:** Act as the primary on-site host, welcoming groups, conducting orientations, and ensuring facility needs are met during their stay.
- **Administration:** Manage the booking calendar, rental contracts, and billing/invoicing for guest groups.
- **Communication:** Coordinate with group leaders regarding dietary needs, meeting room setups, and activity schedules prior to arrival.

3. Team Leadership & Ministry

- **Staffing:** Recruit, train, and supervise seasonal kitchen staff and volunteers.
- **Spiritual Environment:** Maintain a prayerful, Christ-centered atmosphere in the kitchen and dining hall, viewing hospitality as a form of ministry.

Qualifications & Requirements

- **Spiritual Alignment:** A committed follower of Jesus Christ with a desire to serve in a camp ministry setting and agreement with our Statement of Faith.
- **Experience:** Experience in kitchen leadership; experience in hospitality management or camp administration is a significant asset.
- **Certifications:** Current Food Handlers Certification (or willingness to obtain) and a clear Criminal Record Check with Vulnerable Sector Search.
- **Skills:** Strong interpersonal skills and a hospitality mindset.
 - Proficiency in basic office software (Excel, Email, Booking Systems).
 - Ability to stand for long periods and lift up to 40 lbs.
- **Flexibility:** Ability to work a non-traditional schedule, including weekends and some evenings, based on group bookings.

Associate Director



Benefits & Compensation

- **Salary:** \$40,000- \$46,000 based on experience.
- **Housing:** Potential for onsite housing.
- **Meals:** Provided while on duty and groups are in session.
- **Community:** The opportunity to live and work in a beautiful retreat setting with a mission-driven team.

How to Apply

Please submit your resume and a brief cover letter sharing your journey of faith and why you are interested in camp ministry to joshua@baysidecamp.org.