

Title	Status	Roles	Reports to	Direct Reports	Person
Kitchen Lead	full time salaried	Food Quality, Taste & Appearance; Food ordering and Prep; Kitchen Safety; Lead staff	Food Services Manager	kitchen staff	
Summary of Accountabilities					
To support the ministry of Red Rock Bible Camp through outstanding food preparation, delivery and care of kitchen facilities.					
Accountabilities	Core Performance Standards			Key Tasks	
Food Quality, Taste and Appearance	As a member of the Food service department you will work under the leadership of the Food Service Manager to ensure that guests are provided with outstanding dining experiences: Hot, fresh, delicious and well-presented food combined with quality guest service. The goal is to achieve survey scores of 6 out of 7. ▪ Maintain food quality and appearance as per the RRBC standards			Assist in creative menu design and communication including nutritious meals. ▪ Assist in communication and preparation of dietary need menus. Monitor guest reviews of food service issues. ▪ Ensure creative and attractive presentations of all food in the dining room.	
Food Prep	Partner in leading kitchen preparation, cooking and serving of meals and snacks ▪ Assist, as requested in ordering of kitchen supplies and food. ▪ Work efficiently, in a team context, to achieve food cost, food waste, and labour cost objectives as per the annual operating budget for the main kitchen and the dining room			Maintain professional relationships with guests ,other staff members and suppliers ▪ Food preparation, cooking and serving of food. ▪ Provide support in an emergency in case a group booking gets stuck at RRBC ▪ Monitor quality of fresh foods coming in and refuse poor quality food deliveries ▪ Ensure, by reporting shortages, an adequate supply of cleaning and sanitizing products and materials	
Seasonal Help	Cleaning and Maintenance work done with seasonal staff, when not needed in the kitchen				
Kitchen Safety	Ensure that all work in the kitchen is completed in a safe manner – food safety, staff health & safety. Lead by example and when requested and/or needed, mentor foodservice volunteers/ junior staff. Encourage staff in their Christian walk			Monitor and report any kitchen safety issues ▪ Build and maintain strong relationships and set a Christ-like	

Discipleship	Discipleship based on supporting RRBC’s biblical view and code of conduct. Model, coach and disciple informally and, when there is opportunity, formally. Lead/teach sound biblically based lessons/sessions.	Plan and lead “church” for full time permanent (and possibly spring) staff once every two months. Develop trust-building, discipleship-based relationships with female Seasonal, Spring and Summer staff. Formally mentor above mentioned staff, if requested.
Responsibilities	• Be an active part of RRBC Team by attending all required meetings and activities • All RRBC team members are expected to act in a way that is honouring to God. All team members must also adhere to the RRBC Code of Conduct (as published in the staff handbook) and demonstrate the RRBC values. • Everything done with excellence.	

I have read the job description as related to my position and agree to follow the guidelines and parameters contained therein. Furthermore, I agree to abide by the guidelines in the RRBC Staff Manual and adhere to the requirements expressed in the RRBC Code of Conduct.

I will endeavour to fulfil the requirements of my position to the best of my ability, understanding that I will be held accountable as such.

Signature of Employee

Signature of Supervisor (Camp Director)

Date: _____

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