



Title: Food Service/Hospitality Coordinator
Department: Camp Harlow
(Revision) Date: Jan. 2018
Job Status: Full Time Salary Exempt

Purpose / Position Overview

The position is Supervise Foodservice and Hospitality of Camp Harlow Campers, Guest Groups, and FBC ministry events.

Spiritual Requirements;

To support *HOMOTHUMADON* (*rushing along in unison, Acts 2:46; 4:24; 5:12; 8:6; 1:25) in my work;

- To support the Common Purpose & Vision of FBC; *To magnify God's glory at the return of Christ by presenting every member of our church family fully mature in Him and seeing them fully rewarded for a life well spent serving His Kingdom. (Mat. 16:24-27; Col. 1:28-29; 2 Cor. 5:10; & 1 Thes. 2:19-20). I will focus my ministry key result areas in this Purpose & Vision*
- To support the Common Mission of FBC; *To see God save people through a movement of the gospel that eventually transforms Eugene/Springfield in every dimension-spiritually, socially, and culturally-and then, through E/S, the world, as we partner with Jesus Christ by being disciples who make disciples. I will focus my ministry key result areas on this Mission.*
- To support the Common Strategy of FBC; *Disciples are not made in a vacuum but in the context of authentic relationships lived out in a caring community that is on mission with God. To facilitate this process we will provide four key environments where missional community is nurtured-large, medium, and small gatherings along with individual time with God. I will focus my ministry outcomes to create &/or support these 4 areas and to be personally involved in each one.*
- To share common possessions; *In order to realize our "Common Purpose & Vision" and fulfill our "Common Mission," as it is fleshed out in our "Common Strategy," requires that each of us generously shares "Common Possessions out of our God-given resources. (time, talents & treasures) I will focus my ministry and outcomes to create, support and encourage others in the sharing of common possessions. I will also be personally involved in each one.*

Specific Duties:

- Plan, Prepare, and Serve quality meals for Camp Harlow Campers, Guest Groups, and FBC ministry events.
- Maintain a clean kitchen and dining facilities, have ServSafe Certification, and look for ways to keep Camp Kitchen maintained.
- Recruit, hire, train and supervise kitchen team for summer and school season.
- Assist the Guest Services Coordinator in setting up for, hosting, and running activities for Guest Groups.
- Assist the Facilities Coordinator with light outdoor maintenance and upkeep as needed.
- Work with Housekeeping Coordinator on Peak cleaning times.
- Work with FBC ministries in supporting Hospitality events where food expertise and provision might be needed.

Special Knowledge / Skills Required:

- Able to build meaningful communication skills and relationships
- Able to shepherd and serve a diverse array of people with an attitude of servant leadership
- Able to utilize appropriate management skills
- Able to encourage team-building through servant leadership
- Ability to prioritize workload, meet deadlines, manage projects
- Ability to work effectively and efficiently with others in a team environment
- Ability to be flexible and servant-oriented
- Ability to recruit others to a vision
- Heart and commitment to keep learning and growing in Jesus

Education / Experience /Desired &/or required (As applicable)

- Previous Large kitchen experience a requirement.
- Previous camping experience preferred.

Any Additional Ministry Areas / Special Assignments (As applicable)

- Support Hospitality needs at FBC as workload allows.
- Become Member of FBC Eugene

Directly Reports to;

The Camp Harlow Executive Director

Terms of Employment

- Agree to abide by all policies and procedures as outlined in the personnel policy manual (including membership at FBC if applicable)

Signature of appropriate Pastor / Supervisor