



KITCHEN SHIFT LEAD JOB DESCRIPTION

TITLE: HARLOW KITCHEN SHIFT LEAD

MINISTRY: Camp Harlow Kitchen

DEPARTMENT: Family

DATE: June 6th, 2022

Purpose / Position Overview

Harlow Kitchen Shift Lead will work with the Food Service Coordinator and kitchen staff in preparing meals for staff, campers, and guests at Camp Harlow.

Qualification and Character / Spiritual Requirements

1. Willing to serve the ministry of the church (1 Peter 4:10)
2. Willing to submit to the ministry leadership of the church (Heb. 13:17)
3. Willing to act in love toward others in and around the church (1 Cor. 13:1-7)

General Responsibilities

1. Prepare and serve meals for Camp Harlow Staff and Guests at their designated times in accordance with the meal plan provided by the Coordinator.
2. Keep tabs on inventory levels and alert the Coordinator when stock is low.
3. Lead kitchen team when Coordinator is away.
4. Transport meals to First Baptist when required.
5. Prepare and serve meals tailored to Guests with food allergies, when possible, in accordance with the meal plan provided by the Coordinator
6. Upkeep the cleanliness and sanitation of the kitchen/dining area, including cooking equipment, storage areas, etc.
7. Meet regularly with the Coordinator to strategize and fulfill any other responsibilities as assigned.
8. Continually seek new and better ways to accomplish responsibilities of your ministry.

Special Knowledge / Skills Required

1. Possess strong Leadership skills
2. Possess good administrative skills (i.e., responsible, organized, able to plan head and follow-through)
3. Able to assist in cooking for groups of 250 people
4. People/Servant-oriented and flexible
5. Works well with a wide variety of personalities and demonstrates a consistently positive attitude
6. Able to learn new skills and techniques when required

Education / Experience / Desired/ Required

1. High School degree
2. Restaurant or Catering experience preferred

Directly Reports To

The Food Service Coordinator

Terms of Employment

Agree to abide by all policies and procedures as outlined in the personnel policy manual.

Signature of appropriate Pastor / Supervisor: _____

Employee / Staff Acceptance Signature: _____ Date: _____

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.