

Title: Assistant Foodservice Coordinator

Department: Camp Harlow / CCF Foodservice

Date (Revised): January 12th, 2026

Purpose/Position Overview:

This position will assist in providing a "Full Dining Experience" for Camp Harlow and the ministries of First Baptist Church of Eugene including Alpha Omega House Fraternity, Trinity House Sorority and the church itself. This includes preparation, serving and clean-up across multiple locations.

Spiritual Requirements:

1. Affirmed and approved by First Baptist Church as a recognized member and leader of the church body.
2. Willingly submits to the First Baptist Church Membership Commitment and all other commitments as taught in the Next Steps Class.
3. Committed to Love God and Love People, and encourage others to do the same.
4. Meets character/spiritual qualifications of a Spirit-empowered, Gospel-centered, relationally-invested church leader.
 - a. Above reproach (I Tim. 3:2; Titus 1:7)
 - b. Demonstrates godly character (Tim. 3:2-3, 8; Titus 1:6-8)
 - c. Knows how to lead and how to follow (Titus 1:6)
 - d. Ministers to his/her family (I Tim. 3:4; Titus 1:6)
 - e. Able to communicate the Word of God to others and give instruction in sound doctrine (Titus 1:9; Heb. 13:7)
 - f. Good reputation with outsiders/non-believers (I Tim. 3:7)
 - g. Full of the Spirit and wisdom (Acts 6:3)

Team Commitment

To support *Unity (Homothumadon)* within our team (Acts 2:46; 4:24; 5:12; 8:6):

1. I will focus my ministry on the **Mission** of FBC: To Love God and Love People as we Glorify Him with a lifestyle of worship, Grow in our relationship with Him, Serve others, and Share God's Story.
2. I will focus my ministry on the **Purpose & Vision** of FBC: To magnify God's glory at the return of Christ by seeing tens of thousands from our church family of all nations standing ready before Christ.
3. I will focus my ministry on the **Strategy** of FBC: Disciples are made in the context of missional communities and authentic relationships. Missional communities are nurtured in five environments - large, medium, and small gatherings, individual time with God, and our global focus.

4. I will invest my **Resources** in FBC: Realizing our common mission, purpose, vision, and strategy requires that we generously invest our personal, God-given time, talents, and treasures in the work of First Baptist Church of Eugene.

General Areas of Responsibility

- Prepare and serve meals for campers, counselors and guests at their designated times in accordance with the meal plan provided by the Manager. Lead a shift of 1 to 4 staff members.
- Assist in upkeeping the cleanliness and sanitation of the kitchen and dining areas, including cooking equipment, efficient operation of the dishwashing machine,, organized storage areas, etc.
- Assist Manager with inventory, ordering and processing weekly food deliveries and prompt coding of invoices.
- Prepare meals tailored to guests with food allergies in accordance with the meal plan and directed by the Manager
- Transport meals with camp vehicles. Must be 25 years old for insurance reasons.
- Assist with cafe and store operations as directed by the Manager. Including ordering, inventory, leading the team during a shift, etc.

Special Knowledge/Skills Required

- Possess good administrative skills (i.e., responsible, organized, able to plan head and follow-through, process paperwork in a timely manner).
- Able to assist in cooking for large groups of people of 30-700.
- People/Servant-oriented and flexible
- Works well with a wide variety of personalities, paid and volunteer, as well as demonstrates a consistently positive attitude
- Able to learn new skills and techniques when required, improve quality and efficiency.

Education/Experience/Desired

- High School degree
- Restaurant or Catering experience preferred
- ServSafe certified or ability to do so.

Directly Reports to

The Camp Harlow Food Service Manager



Terms of Employment

Full time hourly.

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

Signature of Pastor/Employee

Date

Signature of Supervisor

Date

Note: This job description is not intended to be all-inclusive. Employees 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.

