



## **Associate Director of Food and Hospitality**

**Position:** Associate Director of Food and Hospitality

**Reports to:** Executive Director of Overnight Camp

**Employment Status:** Full-time with benefits

**Location:** Primarily the Overnight Camp location April through October with some flexibility between camp, home, and London office the rest of the year.

### **About Forest Cliff Camps**

Forest Cliff Camp is a Christian Overnight and Day Camp ministry that aspires to change young lives through partnership and experience. It is our mission to create unforgettable and life-impacting experiences that encourage young people to learn more of themselves and God. We host camp experiences for about 5,000 campers and guests each year at both our Overnight and Day camp locations.

### **About the Associate Director of Food and Hospitality**

As the Associate Director of Food and Hospitality you will contribute to the Forest Cliff Camp experience by providing excellent hospitality, quality food, and a great food service experience. You will work closely with the leadership team to find creative and new ways to incorporate food and food service into camp programming. You will develop young leaders in the kitchen and service areas, and you will provide support to our year-round team as you prepare for and host groups. Managing teams, creating positive camp experiences, providing great food and hospitality is what you do.

### **Key Responsibilities**

This is a new position at Forest Cliff which extends the responsibility of the head chef to include team leadership and hospitality. We will run a 7-day a week kitchen May through August. The primary focus of the role will shift throughout the year but will include:

#### ***Meal Planning, Preparation and Service***

- Plan menus and serve quality meals including dietary alternatives
- Evaluate food service options
- Maintain a high level of cleanliness, and organization in the kitchen and dining hall at all times
- Ensure food safety standards are maintained in the kitchen at all times

### ***Operations of Dining Hall, Kitchen, and Retreat Meeting Rooms***

- Accountable for budget including food, supplies, chemicals, and equipment
- Manage inventory and food purchasing
- Ensure operation of all food and dining hall equipment

### ***Team Leader***

- Primarily responsible for recruitment, training and leading, and developing kitchen and food service staff and volunteers
- Work with the Direction Team to provide a positive camp experience for all food service staff and volunteers
- Work closely with the SALT campers (Service and Leadership Training) as they fulfil the service portion of their week at camp
- Schedule kitchen staff, service staff, and volunteers

### ***Hospitality and Retreat Experiences***

During our retreat and rental seasons you will work closely with our Associate Director of Year Round Programs to provide an excellent retreat experience. This may include but is not limited to:

- Cleaning, preparation and readiness of rentable spaces
- Rental group coordination and hosting
- Onsite supervision of fall rentals.
- Work collaboratively with our year round team to promote, implement and evaluate our experience model.

### ***Other***

You will contribute to the Direction Team on all aspects of the ministry but specifically with regards to evaluation and ideas that pertain to the food, food service, and hospitality experiences at Overnight Camp. You will:

- Attend weekly “off-season” all team meetings and regular direction team meetings as the season dictates
- Provide additional support for all Overnight Camp and Day Camp recruitment and hiring process

### ***Skills and Attributes Required***

- Ability to coach and develop team members in a fast paced environment
- Proven ability to oversee and manage a budget
- Excellent communication skills
- Ability to work within the larger camp team to work towards common goals
- Personal values that match Forest Cliff values
- Take seriously the desired behaviours of Forest Cliff Camp as you drive a positive work culture and environment in the kitchen and dining hall
- Ability to shift priorities with the seasonality of camp

- Ability to lift and move up to 40lbs
- Able to stand and walk for longer than 8 hours at a time
- Ability to be flexible with regards to working hours and location
- Able to drive with access to your own vehicle

### **Personal Qualifications**

You have a vibrant faith in Jesus and are connected to a local church community. You show an “above and beyond” attitude when it comes to your work and are always willing to step in to help where needed. You know that we “work while others play” and you embrace the fact that we have a flexible schedule during our slower seasons.

### **Interested?**

Send us a copy of your resume and cover letter telling us a little about yourself and why you are interested in this position. The contact for this position is Kerry Provost [kerry@forestcliff.ca](mailto:kerry@forestcliff.ca)  
519-913-2744