



FORTUNE LAKE LUTHERAN CAMP KITCHEN SHIFT MANAGER / HOUSEKEEPER JOB DESCRIPTION

Reports to: Food Service Manager for kitchen responsibilities, Guest Services Coordinator for Housekeeping responsibilities.

Position Purpose: To prepare food and care for the food service operation at Fortune Lake Lutheran Camp. To maintain a clean, safe, welcoming environment for guests, campers, and staff.

Position Overview:

This is an hourly position, averaging 15 hours/week, more in the summer, fewer in the other seasons. Tasks are divided between the two roles depending on season and organization needs. The Kitchen Shift Manager oversees and provides food preparation, service, sanitation, risk management, customer service, and record keeping consistent with MI State Food Code, as well as with the mission and established policies/procedures of Fortune Lake Lutheran Camp. The Housekeeper cleans and resets guest rooms, common rooms, and occasionally camper cabins. This position often allows a flexible schedule except during summer months and when user groups are booked closely together.

Essential Job Functions:

MISSION

- Communicate the mission, ministry, and goals of Fortune Lake Lutheran Camp.
- Share the story of Fortune Lake Lutheran Camp and encourage participation in the programs of FLLC.
- Provide an inviting, safe, and clean environment for camp guests, providing the highest customer service possible.
- Show guests the utmost hospitality through the joyful provision of healthy, nourishing meals that meet their nutritional needs, which may be varied due to allergies, intolerances, and other circumstances.
- Carry out and follow all FLLC policies, including personnel policies, risk management plans, and inclusion practices for the safeguarding of all campers and staff.

FOOD OPERATIONS

- Follow and lead the daily operations of the food and dining service during the summer during the breakfast/lunch shift.
- Ensure all kitchen staff are preparing food in compliance with any and all special dietary and/or allergen requirements.
- Provide oversight and training to other kitchen staff in a respectful and courteous manner.
- Ensure safe and efficient preparation and serving of camp meals.
- Provide foodservice during retreat and rental season as needed.
- Clean and maintain all food-service areas, including kitchen, dining area, storage areas, and dining hall restrooms.
- Understand, interpret, and maintain MI State Food Code.
- Maintain inventory of food, beverages, and menus.
- Attend staff meetings and required trainings as directed.

HOUSEKEEPING

- Clean guest rooms including changing beds and towels, vacuuming, wiping off surfaces, disinfecting bathroom fixtures, mopping, and resetting the space.
- Clean common areas including kitchens, meeting spaces, shared bathrooms and storage areas. Reset spaces as directed.
- Report any safety concerns or maintenance needs to the Facility Manager.

Relationships:

- Directly supervised by the Food Service Manager Guest Services Coordinator.
- Has a close relationship and oversight of the Kitchen Crew and is expected to provide training and oversight in a clear, patient manner.
- Has a close relationship with the Guest Services Coordinator regarding Rental and Retreat needs for food service and accommodations.
- Has a close relationship with the Camp Director who provides oversight to all camp operations and programming and hires staff.
- Has a close relationship with Office Manager and Camp Intern to provide quality customer service for retreat and rental groups.
- Has a relationship with the Facility Manager to assist in operation and repair of all kitchen equipment.
- Will foster and maintain good relationships with the staff at Fortune Lake Lutheran Camp.

Qualifications:

- A high school diploma or its equivalent.
- Working knowledge of food preparation in a large service setting, sanitation, cleaning, and operation of institutional kitchen equipment.
- Knowledge of and experience in dietary requirements, special diets, and food allergies.
- Ability to communicate orally and in writing.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site/facilities including camper and staff behavior.
- Physical ability to lift and carry 50 lbs.
- Physical mobility and endurance to perform tasks while standing/walking for extended periods of time (60 minutes or more).
- Possess valid Driver's License.
- Current certification in ServSafe Food Service Manager (or equivalent) or ability to be certified. Fortune Lake Lutheran Camp will reimburse the cost of class after 60 days of employment.
- Current certification in First Aid and CPR or ability to be certified.
- Knowledge of MI State Food Code.
- Must pass a background check and provide three professional references.

Compensation: \$14.50 - \$16.00/hr based on experience. Hours vary due to season and demand.