



**Job Title** Service Staff

**Reports To:** Culinary Director, Kitchen Manager, & Hospitality Director

**Wage Category:** Part-time hourly, Non Exempt

### **Summary**

Under the direction of the Culinary Director, Sous Chef, and Hospitality Director, the Service Staff is responsible for assisting in advancing the mission of Pretty Lake through culinary services. The primary function is to advance the culinary operations in a manner that promotes healthy eating and advances food knowledge to our campers and clients. The Service Staff follows direction from supervisors to ensure that the kitchen is operated according to the Culinary and Hospitality Department goals and according to Pretty Lake policies and procedures, as well as local, state, and federal regulations or laws. Additionally, this position must ensure that we meet the American Camp Association standards.

### **Essential Functions:**

- Help set tables and maintain work stations in proper order. Clean and sanitize the dining area in preparation for service.
- Provide service and requested items graciously and courteously.
- Clear dishes from tables during and after meal service, sanitize tables and common areas between meals.
- Answer pertinent questions about menu items, paying close attention to dietary needs and restrictions.
- Uphold the standards of Pretty Lake by following Pretty Lake's policies and procedures, as well as local, state, and federal regulations and laws, and the American Camp Association standards.
- Follow direction to help assure that food service related resources are used efficiently and sustainably.
- Work with others to carry out menus for summer camp sessions, Adventure Centre clients/groups, and retreating guests. Have responsibility to serve food for said groups. Work collaboratively with all Pretty Lake staff to complete all responsibilities.
- Help maintain proper and orderly organization of food products and kitchen wares.

- Uphold and follow all Standard Operating Procedures.
- Use kitchen equipment and small wares in a responsible and safe manner.
- Engage in occasional outdoor work related to the culinary and hospitality program.
- Be required to work some nights, weekends, and early mornings as dictated by the needs of the culinary and hospitality program.
- Demonstrate good judgment; consider potential factors when making decisions.
- Complete opening and/or closing task lists.
- Complete all job duties and functions in a hospitable and inclusive manner.
- Complete other duties as required for the continued improvement of the culinary program and Pretty Lake as a whole.
- Assist the Hospitality Director in preparing for non-culinary related events and retreats, including but not limited to: updating the welcome marquee, printing and setting up welcome and informational signs, setting up event space, stocking hospitality stations in meeting rooms, printing and setting out feedback forms, and welcoming and orienting guests to Pretty Lake Camp, all according to Pretty Lake Camp policies and procedures.

### **Knowledge, Skills, Abilities & Standards of Performance**

- Ability to work cooperatively and communicate with co-workers, volunteers, vendors, and clientele of diverse backgrounds and ages, providing assistance, information, and support in a friendly, courteous, and respectful manner.
- Demonstrate consistently good oral, written, and listening communication skills.
- Solid word processing, spreadsheet, and other computer skills deemed appropriate for daily operations.
- Perform work in a logical, orderly, and skillful manner and have the ability to stay calm and perform to a high standard under stressful mental and physical situations.

### **Physical, Mental, & Sensory Dimensions:**

- Physical mobility: standing, walking, bending, and lifting and carrying up to 50 pounds. Manual dexterity to skillfully use necessary facility and office management equipment.
- Must possess a valid Michigan driver's license, be able to provide own transportation when required, and have a driving record that allows for the driving of camp vehicles (based on insurance guidelines).
- Mental effort: reading, writing, calculating, analyzing, planning.

- Sensory requirements: ability to read information in handwritten or printed form, on video terminals, etc.; ability to communicate with stakeholders, donors, co-workers, and vendors in person and over the telephone.

**Required Qualifications/Job Specifications:**

- 18 years of age or older.
- Relevant experience.
- Strong communication skills. Must be able to exchange accurate information in a fast-paced work environment.
- Understanding of basic mathematical concepts (addition, subtraction, multiplication, and division), the application of these concepts, and their use in a culinary setting.
- Ability to follow someone else's lead; ability to work collaboratively on a team.
- Ability and willingness to remain adaptable to changing conditions.
- Must be able to remain in a stationary position up to 50% of the time.
- Must be able to move about the kitchen, Dining Hall, and between the Main Office and Dining Hall consistently and across Pretty Lake grounds occasionally.
- Generally effective technological skills.
- Able to make informed and thoughtful judgments.
- Must have some understanding of potential dietary accommodation requests, such as vegan, vegetarian, and allergen-free diets.

**How to Apply:**

Email the completed application to Jai Smith at [Jai@prettylakecamp.org](mailto:Jai@prettylakecamp.org) and Paul Vugteveen at [Paul@prettylakecamp.org](mailto:Paul@prettylakecamp.org), or mail it to Pretty Lake Camp, 9123 Q Ave, Mattawan, MI 49071.