Job Title: Service Staff (Seasonal)

Reports To: Culinary & Hospitality Director, Sous Chef

Wage Category: Seasonal Part-Time, Hourly, Non-Exempt

Season Dates: May 1, 2026 - Jul 31, 2026

SUMMARY

Under the direction of the Culinary Director, Hospitality Director, or Sous Chef, Service Staff support the mission of Pretty Lake by assisting with meal service and hospitality operations. This role contributes to a positive dining experience by providing courteous service, maintaining clean and organized spaces, and supporting culinary and hospitality operations that promote healthy eating and community care.

Service Staff follow departmental direction to ensure dining and service operations align with Pretty Lake policies and procedures, comply with local, state, and federal regulations, and meet American Camp Association (ACA) standards.

ESSENTIAL FUNCTIONS

- Set tables and prepare dining and service areas to ensure cleanliness and readiness for meal service.
- Clean and sanitize dining spaces before, during, and after meals to maintain a safe and hygienic environment.
- Provide courteous, professional, and welcoming service to campers, guests, and staff.
- Clear dishes, sanitize tables, and maintain cleanliness of common dining areas between meals.
- Respond to guest questions regarding menu items and demonstrate awareness of dietary needs and restrictions.
- Follow Pretty Lake policies, procedures, and regulatory standards, including ACA guidelines.
- Support efficient and sustainable use of food service resources as directed.
- Work collaboratively with culinary and hospitality staff to execute meal service for camp sessions, retreat guests, and other groups.
- Maintain proper organization of food products, service items, and kitchen wares to support efficiency and safety.
- Use kitchen equipment and small wares safely and responsibly in accordance with operating procedures.
- Assist with non-culinary hospitality needs, including event setup, signage, stocking hospitality stations, and guest orientation.
- Participate in occasional outdoor or support tasks related to culinary and hospitality programs.
- Work a flexible schedule, including early mornings, evenings, weekends, and holidays as required.
- Complete opening and closing task lists to support smooth operations.
- Perform all duties in a professional, hospitable, inclusive, and respectful manner.
- Cross-train and support other departments as needed.
- Perform additional duties as assigned to support the continued improvement of the organization and facility.

KNOWLEDGE, SKILLS, ABILITIES & STANDARDS OF PERFORMANCE

- Ability to work cooperatively and communicate effectively with co-workers, volunteers, vendors, and guests of diverse backgrounds and ages.
- Demonstrates strong oral, written, and listening communication skills.
- Basic computer and general technology skills appropriate for daily operations.
- Ability to work in a logical, organized manner while remaining calm under physical and mental pressure.
- Ability to exercise sound judgment and professionalism in a fast-paced environment.

PHYSICAL, MENTAL & SENSORY REQUIREMENTS

- Ability to stand, walk, bend, lift, and carry up to 50 pounds.
- Manual dexterity to safely use service, kitchen, and facility equipment.
- Valid Michigan driver's license with an insurable driving record; personal transportation may be required.
- Mental ability to read, write, calculate, analyze, and plan.
- Sensory ability to read printed and digital materials and communicate effectively in person, by phone, and in writing.

REQUIRED QUALIFICATIONS / JOB SPECIFICATIONS

- Must be 16 years of age or older.
- Relevant service, hospitality, or food service experience preferred.
- Strong communication skills in a fast-paced environment.
- Basic math skills applicable to service and food operations.
- Ability to follow direction and work collaboratively as part of a team.
- Adaptability to changing conditions and schedules.
- Ability to remain stationary for portions of the shift and move throughout the kitchen, dining, office, and grounds as needed.
- General proficiency with technology.
- Ability to make informed and thoughtful judgments.
- Basic understanding of dietary accommodations, including vegan, vegetarian, and allergen-free needs.

How to Apply Email resume & completed application to Jai Smith at Jai@prettylakecamp.org