

+ Job Descriptions



Kitchen Manager

Responsible to: Executive and Program Director

Purpose: Run the kitchen in the dining hall.

+ Essential Job Functions

- Ability to coordinate a menu that follows Federal Department of Agriculture guidelines and MI State LARA guidelines
- Maintain camp menu for entire summer session
- Prepare food for campers and staff.
- Maintain a clean kitchen in accordance to State of Michigan Health expectations.
- Supervise Camp Assistants assigned to kitchen duty
- Enforce dining hall regulations regarding behavior, dress and other matters thus ensuring the dining hall is a comfortable place to eat.
- Manage food, meal and kitchen supply shopping lists
- Procure needed food and supplies
- Work Closely with Executive Director to maintain kitchen budget and receipts

+ Requirements

- 18+ years of age
- Background check clearance
- Valid Drivers License
- Access to vehicle preferred
- ServeSafe certified or understanding of food safety preparation and storage

+ Compensation and Benefits

- \$500/week
- Room and Board for 6 weeks of Summer Camp
- Paid Certifications

+ Working Conditions

Working Conditions	Details
Hours of work	Needs to be available to prepare 3 meals a day and 1 snack per day. There will be down time between meals most days. Available to shop 1-2 times a week in town. Hours can be anywhere from 5-10 hours/day.
Work environment	Mainly working in a commercial kitchen which is located in the main lodge. Camp is located in the woods of Howell, MI, approx. 10 minutes from either Brighton or Howell, MI.
Travel requirements	Valid Driver's License is required and access to vehicle is preferred. Will need to drive to town a few times/week to procure food and supplies. Will need to be able to get self to and from camp.

+ Workplace Policies and Agreements

- Will need to agree to a background check
- Must sign a staff code of conduct, social media and substance covenants

Camp Assistant

Responsible to: Operations Manager, Program Director

Job Purpose: Assist in the day to day tasks to keep camp running and campers safe

+ Essential Job Functions

- Cleaning of dorms (including floors and bathrooms), lodge, kitchen
- Stacking and restocking firewood and starting campfires
- Minor repairs as directed by Site Owner
- Assist in the kitchen as needed
- Assist in meal preparation, serving and clean up
- Enforcement of safety rules and procedures governing swimming and boating
- Meet all state required rules for licensing.
- Direct Assistant Waterfront Personnel.
- Coordinate waterfront and boating activities with the total camp program and help teach swimming and watercraft skills to the campers.
- Keep records, make reports and inventory equipment as required in relation to waterfront activities.
- Responsible for maintaining a clean waterfront and boating area.
- Responsible for maintaining equipment
- Coordinate special use of waterfront and equipment.
- Test and classify staff and campers in swim ability.
- Enforce buddy system at waterfront
- Live on site during the summer program.
- Assist with leading alternative activities when scheduled water activities are canceled due to weather.
- Assist in leading and providing supervision for camp program activities when needed
- Set up program activities as needed
- Other duties as assigned by Site Manager, Operations Manager or Program Director

+ Requirements

- Minimum of 18 years of age
- Background check clearance
- American Red Cross Lifeguard Certified and CPR certified (Note: Lifeguard Management and Water Safety Instructor also desired)
- At least one year experience in lifeguarding or equivalent training preferred
- Have one type of watercraft certification or basic knowledge in one of the following areas: row boating, canoeing, sailing or motor boating.
- Ability to teach, train and supervise other waterfront staff.

+ Compensation and Benefits

- \$300/week
- Room and Board for 6 weeks of Summer Camp
- Paid Certifications

+ Working Conditions

Working Conditions	Details
Hours of work	Needs to be available throughout the day especially for cleaning times, waterfront times, meal times and evening program times. Hours can be anywhere from 8-12 hours/day.
Work environment	Working and living in a summer camp environment in cabins and a lodge. Waterfront is on a private beach and a public lake with a private dock and pad. Camp is located in the woods of Howell, MI, approx. 10 minutes from either Brighton or Howell, MI.
Travel requirements	Valid Driver's License and access to vehicle is preferred. Must be able to get oneself to and from camp.

+ Workplace Policies and Agreements

- Will need to agree to a background check
- Must sign a staff code of conduct, social media and substance covenants

