

# Camp Jordan Kitchen Director

## Duties and Responsibilities

### Qualifications:

#### Personal —

- Must have a personal relationship with our Lord and Savior , and be a witness in word and deed.
- Must be at least 20 years old.
- Must have an up to date certificate in food handling from the Department of Agriculture or the appropriate government department.
- Must have experience or training in meal planning for large groups.
- Must be willing and able to adapt to the conditions and programs of a camp setting.

#### Before Camp Starts —

- Attend Board Meetings as necessary to report, assist etc.
- Prepare and follow a Camp Menu which will provide a wholesome, well balanced diet which will be attractive to the campers.
- Decide what can be donated and what needs to be bought.
- Prepare a donation list for the churches.
- Send the donation list to the churches and receive and store the items at Camp.
- Keep all grocery receipts and give to treasurer.
- Schedule volunteers to assist in the kitchen (2 daily).

#### During the Camping Season —

- Prepare and serve meals with the help of volunteers, to be ready at scheduled times.
- Ensure the cleanliness and sanitation of the kitchen, maintaining health standards according to NS government regulations. '

- Work with and supervise kitchen volunteers, keeping a good rapport.
- Shop for weekly supplies or have a volunteer do it. .

**After the Camping Season** —

- With the Camp Director make sure that the camp is left in order.
- Submit a written evaluation of your job and responsibilities and include any suggestions you have for improvements that could be made to the kitchen ministry.

Approved by CJ Board , 2015

For the camping season of 2016 Camp Jordan is looking for a Kitchen Director. This is a term position of 7 weeks. Please email for salary information.

I have attached the job description and application form  
For more information they can contact:

Phone: 902-635-0436

Email: [office@camp-jordan.ca](mailto:office@camp-jordan.ca)

# CAMP JORDAN STAFF APPLICATION

Please mail completed application to:  
PO BOX 52, Barrington Passage, NS, B0W 1G0

OR email it to:  
[office@camp-jordan.ca](mailto:office@camp-jordan.ca)

**APPLICATION MUST BE RECEIVED BY JANUARY 29TH, 2016.**

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## Personal Data

- Full Name
  - Full Civic and Postal Address
  - Telephone Number(s)
  - E-mail address
  - Other pertinent information
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## Position(s) You Are Applying For:

- Female Counsellor
- Kitchen Director
- Lifeguard / First Aid (Must be 18+ years of age)
- Maintenance
- Male Counsellor
- Missions / Craft Leader

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## Ministry Experience

Starting with your most recent position list the position, the employing body, the dates of service (i.e., from ... to). e.g., Counsellor, My Town Camp, My Town, NS 1997- present

Position:	Employing Body:	Dates of Service:

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## Secular Employment

Starting with your most recent non-ministry position list the position, the employer, the dates of service (i.e., from ... to). e.g., Bookkeeper My Town Credit Union, My Town, NS 1992- 1993 1

Position:	Employing Body:	Dates of Service:

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## Education

Starting with the most recent educational experience list the merit awarded, the institution, the dates enrolled (i.e., from ... to).

Merit Awarded:

Institution:

Dates Enrolled:

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## Life Experience

Other life experience you have had, such as voluntary service in ministry, community, etc.

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## Personal Testimony

Provide a concise (maximum 100 words) statement of how, when and why you became a Christian.

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### **Call to Ministry**

Provide a concise (maximum 100 words) statement in which you explain your confidence that God has specifically called you to work at Camp Jordan.

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### **Gifts for Ministry**

Provide a concise (maximum 100 words) statement to explain the God given and God driven gifts that He has granted to you for working at Camp Jordan.

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### **Leadership Style**

Provide a concise (maximum 100 words) statement to explain how you seek to lead people. You may choose to seek the counsel of someone who knows you well enough to be lovingly honest with you, and ask him/her to describe how she/he would describe your leadership style.

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## References

Before listing a name, secure his/her permission to be a reference for you.

### **Pastor/Elder/Deacon:**

Title & Name

Full Postal Address

Telephone number(s)

E-mail Address

### **Employer/ Teacher (If self-employed: Friend or business acquaintance)**

Title & Name

Full Postal Address

Telephone number(s)

E-mail Address

### **Friend:**

Title & Name

Full Postal Address

Telephone number(s)

E-mail Address