

**Lutheran Retreats, Camps and Conferences**  
**Job Description - Beach Camp Food Director**  
**(Revised 4-06)**

**Position:** Beach Camp Food Director

**Responsible to:** Beach Camp Director and Program Director

**Qualifications:**

1. Understanding of the philosophy and mission of the Evangelical Lutheran Church of America and the programs of Lutheran Retreats, Camps and Conferences.
2. Strong commitment to the care and appreciation of God's creation and the desire to communicate and practice that with other staff and campers.
3. At least 21 years of age with strong leadership qualities and previous camp experience.
4. Interested in living in a Christian community and be willing to move between sites.
5. Flexibility and willingness to help in all areas of camp life.

**Specific Responsibilities:**

1. Preparation
  - a. Familiarization with the summer curriculum, beach camp sites and staff training.
  - b. Participation in leadership staff training and the summer staff training sessions.
  - c. Work in cooperation with the Camp Director and Program Director the purchasing of program materials as needed prior to summer staff training.
  - d. Work in cooperation with the Program Director to make preparations for all beach camp meals and food preparation.
  - e. Train and supervise beach camp food staff.
2. Program Implementation
  - a. Prepare and serve well-balanced, nutritious meals, according to approved menus.
  - b. Maintain food quality standards in taste and appearance.
  - c. Supervise and train other staff in food preparation and serving meals.
  - d. Provide special diets for guests when requested and provide vegetarian options on a regular basis.
  - e. Purchase food items and keep the cost within the allotted budget. (All purchases must be approved by the Camp Director.)
  - f. Keep appropriate records and receipts organized and turn them into the office when requested.
  - g. Abide by all State, County, and ACA health code and food service regulations.
  - h. Insure that the kitchen and all related areas are kept clean and sanitary at all times.
  - i. Assist the Beach Camp Director and Beach Camp Assistant Director when necessary.
  - j. Be responsible for the safety and welfare of all campers and staff during their entire stay at camp.
  - k. Interact with pastors, youth directors, and ministry volunteers attending the program on a daily basis.
  - l. Provide continual support and guidance for all other staff.
  - m. Meet regularly with the Beach Camp Director to discuss staff, camper and program concerns.
  - n. Prepare written end of summer evaluations of the program and sites.
  - o. Submit all relevant paperwork in a timely manner.
3. Camp and Community Life
  - a. Participate in a shared community living situation with other staff.
  - b. Participate in community worship, prayer, devotions, work projects, and social events.
  - c. Staff will share responsibilities for dishes, kitchen help, camp cleaning, office assistance, maintenance assistance, and other tasks necessary to provide good service and hospitality to the guests as required by the Camp Director.
  - d. Staff will eat with camp guests when on site.

**Compensation:**

1. Total summer benefit package of \$2,000 based upon 10 weeks of employment.
2. Housing and meals provided on site, including off times.
3. Staff members will work six days a week with occasional weekend responsibilities.