

## **Black Rock Retreat Summer Camp Job Description**

**Position:** Dining Room Hostess

**Responsible To:** Summer Camp Director, Food Service Director, and Office Administrator

**Oversees:** Volunteer Waitresses

### **General Qualifications:**

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth 7-17 years of age.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. **Is willing to sacrifice personal rights for the common good of the camp and campers.**
6. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
7. Is willing to be accountable to others, being guided by regulations established for daily work, group living, and personal conduct.
8. Exhibits spiritual and emotional maturity.
9. Possesses good health and the willingness to work hard.
10. Is in agreement with Black Rock's philosophy and policies and desires to serve the Lord by following our motto, "To Know Christ and Make Him Known."

### **Specific Qualifications:**

1. Is able to supervise and provide leadership to teenage volunteer waitresses.
2. Possesses organizational skills and pays attention to details.
3. Preferably at least one year out of high school and a minimum of 18 years of age.

### **General Responsibilities:**

1. Assist in the registration line on Monday mornings.
2. Assist with setting up and facilitating any program related activities as directed by the Leadership staff.
3. Attend staff meetings, devotions, vespers and **ALL** camp activities.
4. Be flexible, available, and willing to help out in other areas of the camp program.
5. Be self-motivated, a self-starter, and foresee areas where you can help out.
6. Assist in supervising the campers during camper hang time from 11:35 a.m. - 12:00 p.m. Tuesday through Friday, except when needed in the dining hall.
7. Assist in the afternoon and evening Snack Shop as scheduled or requested.
8. Write one story about an interaction or powerful moment with a camper or waitress volunteer during the summer and turn in to the Office Administrator at the requested time.
9. Complete all end of the week and end of the summer evaluations and paperwork when requested.
10. Be the cabin inspector when assigned by the Program Director.
11. You are expected to be at **ALL** games and activities to interact with campers and add enthusiasm unless you are needed in the Dining Hall at that time.

12. During times that you are not busy, check with the Program Director, Program Facilitator, or Summer Camp Director to see if you can be of assistance.

### **Specific Responsibilities:**

1. Orient and supervise the teenage dining room waitresses that come to volunteer each week.
2. Maintain a neat, clean, organized, and efficient running dining room facility.
3. Facilitate the discipleship and spiritual nurturing of the waitresses, and lead a daily devotional time with them.
4. Work with Summer Camp Director and Program Director to involve waitresses in camp program when it does not conflict with Dining Room responsibilities.
5. Complete any jobs delegated by the Food Service staff.
6. Uphold and enforce all dining hall policies and procedures in conjunction with the expectations of the Food Service Director.
7. Along with the waitresses, be responsible for the upkeep and mid-week cleaning of the Rhode kitchen including the sink, dishes, refrigerator, floor, and countertops.
8. Assist with setting up for and helping with all-camp activities as delegated by the Summer Camp Director.
9. Assist the snack shop manager in making the weekly gift bags for campers.