

HELLO!
WE WOULD LOVE
TO MEET YOU!





ABOUT US

In 1922 the Convention of Baptist Churches of BC appointed a camp committee. Its instructions were quite specific: "to enquire into, and investigate, the desirability of establishing a permanent Baptist Summer conference and camp, the design of which is to furnish, chiefly, a rallying place for young people of our churches and congregations, and to combine in its program, instruction, inspiration, recreation and rest."

Following those instructions, Keats Camps was established, and we held our first camp in the summer of 1926. As a ministry of the Canadian Baptists of Western Canada, we have been providing fun and exciting weeks of camp every summer since then.

Keats continues to be a special place for all who visit. Thriving during the summer months, our property comes alive with almost 2000 campers, staff and all of their visiting family & friends. The fun continues year-round with our various rental groups, retreats, work parties and Outdoor Education programs. We believe in mentoring our campers and staff and helping them build faith in Christ, as well as the self-confidence and abilities that will help them in all walks and stages of life.



SIMPLE FACTS ABOUT OUR KEATS

ESTABLISHED IN //	1926
FULL TIME STAFF //	4
PART TIME & SEASONAL STAFF //	75+
SUMMER CAMPERS //	1600
SHOULDER SEASON GUESTS //	1000+



"MY DAUGHTER HAD SUCH A BEAUTIFUL EXPERIENCE AND LEARNT SO MUCH ABOUT HERSELF. THE STAFF AND VOLUNTEERS AT KEATS CAMPS ARE TRULY HEAVEN SENT."

Our BELIEFS



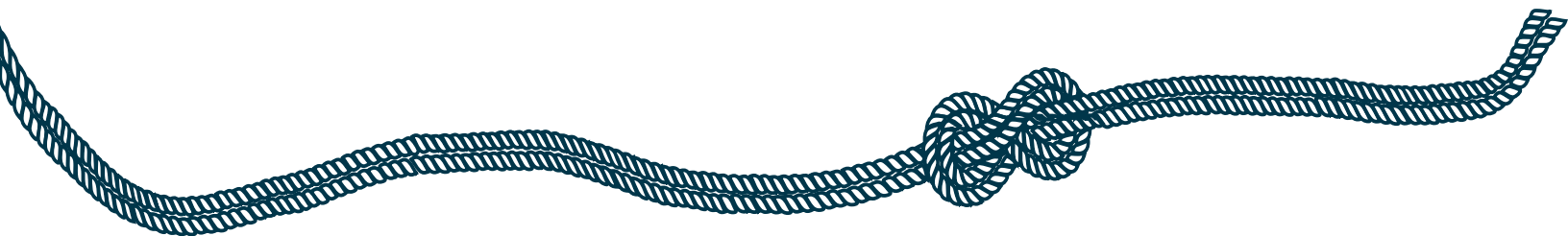
Mission

Proclaiming Christ through quality camping opportunities and discipling Christian leaders.



Vision Statement

Anchoring a New Generation For Life



FOOD SERVICES MANAGER

JOB SUMMARY

The primary purpose of the Food Services Manager is to provide leadership, direction, and management of food services for all summer camps, guest groups and associated Keats Camps events. This position involves creating excellent food experiences that are enjoyable, nutritious, creative and economical. As well as helping create an environment that is encouraging, educating, equipping and unified.

The Food Services Manager reports to and is responsible to the Executive Director. The Food Services Manager is also responsible for the hiring, training, and supervision of the various Food Services Staff.

As the department head in a Christian ministry organization, the Food Services Manager supports and helps facilitate the spiritual growth of the Kitchen Staff in partnership with the Leadership at the camp and seeks to ensure that the department consistently promotes the camp's values.

Working Relationship

WORKING RELATIONSHIP

Reports to the Executive Director

- Works closely with the Executive Director, Facilities Manager, Office Manager, and all-year-round staff to ensure an efficient and welcoming food services environment.
- We're an "all hands on deck" team, so we serve and support one another where there is a need.



PRIMARY RESPONSIBILITIES

01 FOOD PREPARATION

- Responsible for preparing buffet-style meals for upwards of 350 guests while offering a variety of nutritious options (including accommodating dietary restrictions)
- Responsible for preparing healthy, cost-effective and nutritious meals year-round. This includes planning menus efficiently, preparing food, special diet preparations, ensuring proper storage of food, and maintaining inventories.
- Quality in the presentation of meals.
- Practicing and maintaining proper food-safe handling techniques and protocols.
- Maintenance of health, safety and sanitation levels.
- Establishment of standards for personnel performance and service to guests.
- Ensuring food is used efficiently and minimizing waste and unnecessary expenses.
- Creative and attractive meal planning within cost controls.



02 BUDGET & INVENTORY

- Submitting orders regularly
- Managing the purchasing of food and related supplies and inventory management.
- Accurate and consistent administration of invoices and other relevant documents.
- Assists in the development and management of the foodservice operating budget.
- Must keep all records pertaining to kitchen budgets, expenses, and numbers of meals to provide an accurate costing report.
- Controlling costs and inventory. Responsible for staying within the

PRIMARY RESPONSIBILITIES CONTINUED



03 MAINTAIN CLEAN & PROFESSIONAL WORK ENVIRONMENT

- Ensure that the kitchen, dining hall, and patio are clean according to the health and safety standards of the camp. This includes walk-in coolers, walk-in freezer, pantries, dining room, coffee centres, ovens, and all other kitchen equipment. This will involve regular cleaning schedules and duties, including a weekly, monthly and yearly cleaning schedule.
- Set up and stocking of kitchen and dining hall. Kitchen and dining hall laundry.
- Responsible for maintaining dishwashing and oven equipment and overseeing (at times doing) dishwashing.



04 LEADERSHIP & COMMUNICATION

- Leading the kitchen area with integrity, kindness, and a heart after Christ.
- Connecting with campers and guest with a heart to serve and care for them.
- Recruiting, Hiring, and Management of kitchen personnel including volunteers.
- Meeting regularly with the Executive Director to update and discuss issues in the kitchen.
- Communicates about menus and preparations with part time and casual cooks.



05 OPERATIONS SUPPORT

- Hosting Guest Groups: will be on a rotation to help with the hosting responsibilities during the year-round operation of the camp. This will include some dishwashing and housekeeping responsibilities.
- Helping where needed. It's hard to list what might come up ... because it is camp!



PRIMARY RESPONSIBILITIES CONTINUED

06 OTHER DUTIES ASSIGNED BY THE EXECUTIVE DIRECTOR

- One of them being ... have so much fun! It's camp! Laugh, play, smile.



EXPERIENCE, CERTIFICATIONS & QUALIFICATIONS

- Demonstrates eagerness to learn and assume responsibility. The ability to seek alternative solutions when obstacles arise shows flexibility and adapts to new methods and procedures.
- Accepts direction and feedback from supervisors and follows through appropriately.
- Ability to prepare, cook, serve and manage meals for 20-400 guests.
- Knowledge of customer service standards and procedures, creating friendly and welcoming relationships.
- Creativity in meal planning and sourcing supplies.
- Skill in budget preparation and working within defined budget guidelines.
- Canadian Food Safe Certification II
- Canadian Drivers License
- Current criminal record check, including vulnerable sector search required.

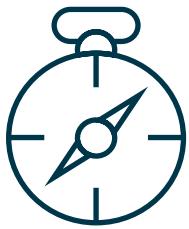


RENUNERATION

- This is a Full Time Seasonal Position (April - October) , full time salaried position, with the possibility for Year Round employment.
- Living Arrangements available onsite (when required to be on island)

INTERESTED?

SUBMIT AN APPLICATION
TODAY!



READY TO APPLY?

Submit your Cover Letter and Resume Today.
[\(Submit Here\)](#)

GOT QUESTIONS?

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