



Executive Director
Facilities Director
Director of Administration

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2025 Job Description

Job Descriptions are an important part of the ministry of Camp Northward. They provide essential communication between Camp Northward and its employees, ensuring a shared understanding of qualifications, expectations, responsibilities, and lines of authority. They protect both the employee and Camp Northward by providing a baseline of information for regular evaluations and reviews. The goal for Camp Northward's job descriptions is to provide the best experience possible for campers, volunteers, families, visitors, and employees. Please feel free to contact the camp office with any questions or concerns you may have.

Position Title

- Food Service Coordinator

Purpose

- The purpose of this position is to assist the Executive Director in facilitating a high-quality meal experience for campers, faculty, staff, and visitors throughout the summer.

Qualification Requirements

The ideal candidate for this position is a college-age young adult seeking summer employment to gain experience in a safe and Christian environment.

- A Hospitality Specialist must:
 - o Be an immersed believer in Jesus Christ.
 - o Have a ministry mindset and desire to serve.
 - o Be physically fit and able to do manual labor, which can be strenuous at times.
 - o Provide two references.
 - o Be at least 16 years old (preferably over 18 years of age).
 - o Have a valid driver's license.
 - o Have a current (3 years) background check on file in the camp office (if over 18 yrs. old).
 - o Attend staff training.

Employment & Benefits

- Employment from May 27th through August 1st, 2024 (potential for an extension through 8/9/2024)
- Hours: Will vary from day to day and meal to meal. 40 hours a week is expected. There will be two weekends expected.
- Paid \$13.00 per hour (paid bi-weekly)
 - o Federal, state, and local taxes will be withheld from each paycheck.
- Room and board
 - o Housing accommodation is not currently available.
 - o Meals will be available for employees whenever campers are being served.

Accountability

- The Food Service Coordinator is accountable directly to the Executive Director, though may be called upon by the Director of Administration at times.

Responsibilities & Expectations

- Ministry Focus
 - o Camp Northward is Christ-centered and camper-focused. It is our goal to provide excellence in safety, hospitality, facilities, and programming so that nothing distracts from the teaching of God's Word and the spiritual development of those who come on our campuses. Therefore, every employee is expected to perform their duties . . .
 - In love and unity (Ecclesiastes 4:12; Ephesians 4:1-6).
 - In humility (Philippians 2:3).
 - With a servant's heart (Matthew 20:24-28) and respect, showing compassion, kindness, humility, gentleness, and patience (Colossians 3:12-13) to everyone and endeavoring to be helpful and hospitable to those they encounter.
 - With joy, being positive and encouraging in all things (1 Thessalonians 5:11).
 - With excellence (Galatians 3:23-24).
- Assistant to Executive Director
 - o Serve as assistant to the Executive Director.
 - o Be accessible to the Deans for staff-related requests.
 - o Be a liaison between the Deans & Faculty and the Executive Director.
- Meals
 - o Be on campus and available to receive meals from the caterers at the appropriate times.
 - o Coordinate with the Director of Administration to give payment to caterers as needed.
 - o Pick up meals from off-campus, food-service organizations as needed to be served at set times.
 - o Coordinate with summer staff to ensure the following are in place for each meal:
 - Drinks & Ice (Ice to be available for faculty and staff 24/7).
 - Appropriate serving utensils, tableware (Forks, Knives, Spoons, etc.), napkins, and hand sanitizer.
 - o Oversee meal set-up and display of food.
 - o Manage portion control.
 - o Coordinate summer staff and help serve meals.
 - o Oversee the handling of all leftovers in the most appropriate and responsible way possible.
- Housekeeping
 - o Coordinate summer staff, faculty, and campers to maintain a clean and safe meal environment, overseeing the cleaning and maintaining of the following:
 - o Food serving area, drink station, trash and liquids containers, tables and chairs, ice cream machine, and other foodservice equipment as needed.
 - o Transport recyclables to the nearest recycling location.
- General Ministry Duties
 - o Summer employees are expected to help in other areas as needed, including (but not limited to) leading devotionals or group time for campers, running errands, and other duties as determined by the Director.