



**“We will love God, all others, and the Earth
by providing sanctuary, practicing hospitality, and performing ministry.”**
United Church Camps, Inc. (UCCI) Mission Statement

Job Title: Kitchen + Housekeeping Assistant

Basic Function: The basic function of our team is bringing hospitality to all guests through high-quality food preparation, top-notch facilities, and lodging.

Significant Responsibilities:

- Prepare and cook high-quality foods as outlined in our menus and recipes including items for breakfast, lunch, dinner, and desserts.
- Assist in food preparation.
- Ensure appropriate menus and cooking plans for modified and special diets.
- Help coordinate and serve meals on time.
- Ensure appropriate food temperature standards and sanitation are maintained including sanitary food handling, preparation, and storage.
- Perform thorough housekeeping duties including cleaning rooms, bathrooms, and all common spaces to a high level of standard.
- Handle reasonable guests' complaints/requests and inform others when required
- Maintain order and cleanliness in the work areas, including clean-up of dishes and supplies.
- Be part of our UCCI Family, enjoying our inclusive community of staff and guests!

Required Qualifications:

- Self-starter with excellent time management skills.
- Ability to read, understand and follow recipes
- Knowledge of measurements and various cooking methods
- Knowledge of food preparation standards and practices
- Ability to execute duties with a proactive approach to future responsibilities to ensure all deadlines are met.
- Must be friendly, flexible, and lead by example to make hospitality come alive for guests.
- Ability to work in and lead a team environment.
- Interested in creating spaces of unconditional acceptance.
- An inquisitive and curious mind that is always looking for improvements.
- Willingness to learn, meet, implement, and teach the standards set forth by the Mission Statement.
- Ability to sit, stand, reach, lift, bend, kneel, climb, push, and pull items.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.
- Proof of COVID 19 vaccination with accommodations requests for medical or religious exemptions.

UCCI provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

