



**“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 Manager

Basic Function: Preparing food, leading the food service operations, and working with staff in providing efficient, welcoming hospitality to our guests.

This hourly position offers a flexible schedule. Pilgrim Center and Moon Beach operate year-round with two distinct seasons. Summer season runs on a weekly schedule in which three meals and snacks are provided every day. Retreat season runs most weekends with occasional groups during the week including some holidays.

Significant Responsibilities: Leadership in all the food services operations. Including, but not limited to:

- Menu development including special diets.
- Prepare, cook, hold, and store food following all food safety standards.
- Product ordering and receiving.
- Maintaining the kitchen and dining hall in a clean, organized manner in compliance with all health, safety, and sanitary procedures.
- Lead and train less experienced team members.
- Exceptional guest hospitality and service.

Required Qualifications:

- Willingness to learn, meet, implement, and teach the standards set forth by our Mission Statement.
- Food Manager Certificate or the ability to obtain.
- Sit, stand, reach, lift, bend, kneel, climb, push, and pull items weighing 30 pounds or less.
- Self-starter with excellent time management skills.
- Ability to enthusiastically work in a team environment.
- Must be friendly, flexible and lead by example to make hospitality come alive for our guests.
- Interested in creating spaces of unconditional acceptance.
- Must be able to pass a background check and complete additional training on safe conduct in the workplace.
- Experience preferred, but willing to train the right candidate with limited experience.

EEO Statement: Employment decisions at UCCI are based on merit, qualifications, abilities, and needs of the ministry. It is the policy of UCCI to provide equal opportunity for all people without regard to age, race, religion, color, physical or mental handicap, marital status, sex, gender, national origin, ancestry, sexual orientation, arrest record, or conviction record. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.