



328 Bethel Road, Fincastle, Virginia 24090
phone: 540-992-2940
CampBethelOffice@gmail.com
www.CampBethelVirginia.org



June 6, 2017

Camp Bethel is accepting on-line applications for a full-time, year-round Food Services Coordinator.

Camp Bethel in Fincastle, Virginia seeks a dependable, caring leader to be our full-time salaried **Food Services Coordinator**. Food Service experience or training is required, and staff management experience is preferred. This position is available immediately. Starting benefits package includes salary of \$29,000, optional family medical insurance plan, a pension plan, and professional growth funds. Camp Bethel is a non-tobacco/non-nicotine facility. Read the on-line application instructions, a detailed position description and more at www.CampBethelVirginia.org/jobs, or e-mail questions to Camp Director, Barry LeNoir at Barry@CampBethelVirginia.org.

Camp Bethel's current Food Services Coordinator, Brigitte Burton, will enter Law School this fall, and this transition is amicable. We celebrate with a big "Thank You!" to Brigitte for seven excellent years of service in Camp Bethel's Ark Dining Hall.

Camp Bethel (Fincastle, VA) is the outdoor ministry of the Virginia District Church of the Brethren. Our mission is to foster and build relationships with God, with each other, and all of God's creation. We realize our mission through our Christian camping programs, our services, and making our facilities available to people of all denominations and backgrounds.

Summer Camps began at Camp Bethel in 1927, and in 1970 the camp became a year-round Retreat Center for guest groups and churches. To fully realize and expand our year-round mission, we are accepting applications for the position of Food Services Coordinator at Camp Bethel. The Food Services Coordinator joins our other full-time staff: Facilities Manager, Mickey Nichols; Guest Services Coordinator, Beth Heaton; Program Coordinator, Jenna Stacy; and Camp Director, Barry LeNoir.

Read the on-line application instructions, a detailed position description and more at www.CampBethelVirginia.org/jobs.



Food Services Coordinator at Camp Bethel

Position Description, revised 06.06.2017



Minimum Qualifications

- Desire and ability to work in a setting of Christian ministry and programming, and a desire to fulfill the Camp Bethel Statement of Purpose and Mission.
- High school graduate and at least 22 years old with a valid driver's license.
- Experience and/or proven ability in cooking, dietary planning, or food service. Camp Bethel will provide training for certification in Food Preparation or Food Establishment Operation according to local laws.
- Physical ability to lift loads, handle appliances and equipment, and stand/walk for extended periods; general comfort in a rustic work setting and outdoor ministry.
- Interpersonal skills for relating to guests, campers, and ability to accept and provide supervision.
- Self-motivated, punctual, enthusiastic, and good organization for maintaining records and financial statements.
- Basic computer skills with Microsoft Office: Word; Excel; e-mail; web-based research and ordering.
- Ability to accept and provide guidance and supervision of seasonal kitchen staff and part-time kitchen staff.
- Signed acceptance of Camp Bethel/Virginia Personnel Policies, position description, and Record of Agreement.

Camp Statement of Purpose and Mission

Camp Bethel (Fincastle, VA) is the outdoor ministry of the Virginia District Church of the Brethren. Our mission is to foster and build relationships with God, with each other, and all of God's creation. We realize our mission through our Christian camping programs, our services, and availability of our facilities to people of all backgrounds.

Responsible To

The Food Services Coordinator is employed by the Outdoor Ministries Committee (OMC) of the Virginia District Board of the Church of the Brethren upon recommendation of the Camp Director. The Food Services Coordinator is directly responsible to the Camp Director and shall report directly to the Camp Director. In the absence of the Camp Director, the employee shall report to the Guest Services Coordinator. The employee and the Camp Director will perform an annual evaluation to discuss adherence to standards of performance, position description, and personnel policies. See also the enclosed Camp Bethel Organizational Chart.

General Position Description

The Food Services Coordinator (FSC) arranges supplies and staffing for all food service meals. The FSC works in coordination with the Guest Services Coordinator to ensure preparedness for number of guests, mealtimes, and dietary needs, and to ensure proper cleanliness and readiness of the Ark facilities. The FSC works in coordination with the Program Coordinator and Camp Director to create, support and enhance programs and services. The FSC works in coordination with the Guest Services Coordinator and Camp Director to enhance the Ark facilities, the camp's food services and the camp's overall mission. The FSC is ultimately responsible for ensuring the cleanliness and readiness of the Ark's facilities.

Summer Responsibilities (General)

From June through August, Camp Bethel is primarily a summer camp **during weekdays** with the FSC arranging supplies and staffing to provide meal service from Sunday evening through Friday evening for between 150 and 250 persons per meal. Friday dinner is a "Closing Celebration" parent picnic that serves about 450 persons. The FSC will arrange for appropriate coverage by a Certified Food Preparer. The FSC will hire and schedule seasonal kitchen staff for all summer camp meals.

Fall, Winter, and Spring Responsibilities (General)

From late August through May, Camp Bethel is a conference and retreat center **during weekends** with occasional weekday use. The FSC will arrange for appropriate coverage by a Certified Food Preparer for all meals for between 30 and 70 persons, with groups between 80 and 120 four or five times a year. The FSC will hire and schedule part-time kitchen staff when needed.

Responsibilities

1. To fulfill the camp's statement of purpose and mission.

- A. Develop and maintain services and a working atmosphere that reflects Christian love, care, and patience. Help campers and guests foster and build relationships with God, with each other, and with Creation through personal interest and friendly interaction and visitation.

- B. Recognize duties as part of the overall ministries of Camp Bethel and the greater work of Jesus Christ. During summer camps, honor, support and protect the sanctity of the program for campers, counselors and leaders. While guest groups and events are on site, create and uphold an atmosphere of Christian hospitality.
- C. Create and maintain services, procedures, and practices in harmony with God and God's creation, including use of environmentally and globally sensitive products, foods, and practices.
- D. Honor the theology and tradition of the Church of the Brethren.

2. To supervise the camp's food services.

- A. STAFF: Recruit, screen, hire, train, schedule, supervise and manage seasonal and part-time food service staff upon consultation with and approval by the Camp Director. Report to Camp Director any personnel issues. Only the Camp Director, in consultation with the Outdoor Ministries Committee and District Board Executive Committee, may terminate employment of any full-time or part-time staff.
- B. GUEST/CAMPER HOSPITALITY: Work with all staff to provide excellence in hospitality for guests and campers.
- C. BUDGET: Manage spending, hiring, and scheduling within approved food service budget. Without compromising quality, quantity, or services, the FSC will seek out lower costing foods and supplies and will schedule only necessary employees as outlined in Camp Bethel's Food Service Procedures.
- D. MEAL READINESS: The Food Services Coordinator (FSC) arranges supplies and staffing for all food service meals. The FSC works in coordination with the Guest Services Coordinator to ensure preparedness for number and type of guests, timing of meals, and dietary needs.
- E. MENU: Plan nutritional, balanced, attractive, varied, plentiful, and tasty meals. Give regard to patrons' ages and dietary needs. Always consider needs of vegetarians and vegans and any dietary restrictions. Plan menu in coordination with patrons' programming needs. Consider food costs and availability. Strive to increase use of fresh foods and decrease use of frozen and processed foods. Within reason and when feasible, strive to cook with scratch ingredients, locally grown foods, organic foods, and globally sensitive food products.
- F. FINANCES, BUDGET and INVENTORY: Manage spending, hiring, and scheduling within approved budget line items. Strive to seek best pricing for all purchases, and secure three quotes/bids for purchases/services exceeding \$1,000. Provide detailed records of purchases with accompanying receipts and forms. Order and keep an organized inventory of food/supplies to ensure necessary stock. Keep log of government commodities, if applicable. Coordinate with the Guest Services Coordinator and housekeepers to order cleaning supplies and paper supplies.
- G. VOLUNTEERS: Recruit, schedule and supervise volunteer helpers whenever possible to promote positive public relations with our churches and patrons and to supplement use of part-time workers. Recognize the opportunities for ministry that occur when allowing for and working with volunteers.
- H. ARK FACILITIES AND EQUIPMENT: Ensure cleanliness and readiness of the Ark Kitchen, appliances and equipment, preparation areas, and food storage. Ensure cleanliness and readiness of the Ark Dining Hall, Ark Conference Room, Ark bathrooms, Ark porches and sidewalks. Work with the Guest Services Coordinator and the Facilities Manager for internal and external cleaning and repairs unmanageable by the food services staff. Arrange for the proper care and maintenance of kitchen equipment and report facility and equipment repair needs to the Facilities Manager.
- I. HOSPITALITY: In all duties, maintain and promote an atmosphere of professional kindness, flexibility, patience, and love. The Ark Dining Hall and facilities should be a welcoming place for all. Guest hospitality includes providing "Welcome Baskets" (fixings for coffee & tea) for guest groups in rented facilities, out-of-Dining-Hall snacks upon advance reservation by our guests, and occasional out-of-Dining-Hall special events.

3. To perform other duties as assigned by the Camp Director that are beneficial to Camp Bethel and that build positive relationships with guests and campers.

- A. Work with other camp staff to determine how Camp Bethel can be better in making disciples of Christ, be a better model of sustainable living, and enhance the camp's extraordinary natural resources.
- B. Attend and/or serve at camp fundraisers and Virlina District functions as requested by the Camp Director.
- C. Participate in weekly Camp Staff meetings. Attend quarterly meetings of the Outdoor Ministries Committee, and submit a quarterly written report (1-2 paragraphs) for review.
- D. Maintain membership in the American Camp Association (ACA) and the Outdoor Ministries Association of the Church of the Brethren (OMA), as paid by Camp Bethel. Pursue ongoing professional growth, participate in required sessions of summer staff training, and attend conferences and workshops that strengthen your skills.
- E. Perform other duties as assigned by the Camp Director.

4. To perform and maintain standards, duties, policies, and practices set forth by Camp Bethel, the Virlina District Church of the Brethren, Botetourt County, the Department of Health, the State of Virginia, the Occupational Safety and Health Administration, and the American Camp Association.

- A. Maintain adherence to Virginia Department of Health standards and American Camp Association standards through personal research, staff library resources, and by attending professional growth workshops and classes when possible and when approved by the Camp Director. Provide necessary documentation of applicable VDH and ACA Standards.
- B. Learn and maintain all health and safety standards by attending professional growth workshops and classes when possible and when approved by the Camp Director.
- C. Follow policies, procedures and practices set forth by the Camp Director and the Virginia District in matters of staff policies, procedures and programming, including the Camp's Risk Management Plan and Emergency Action Plan. Submit relevant forms and documentation when applicable.

General expectation of Camp Bethel's Food Services

During Summer Camps (May 29-August 18), Camp Bethel serves 16 FULL meals, Sunday dinner through Friday dinner. Our summer meals must appeal to children and youth and be high quality, nutritious, and plentiful. The FSC is strongly encouraged, **when feasible**, to cook from scratch, use whole foods and fresh produce, use organics, and avoid pre-packaged, processed items as much as possible. We promote our Summer Camp meals by saying, "Our family-style meals are nutritious, delicious and plentiful with vegetarian/vegan entrée options, and several side options at each meal." During Summer Camps cold cereals, toast, dairy, and fruit will be an available option at every breakfast, and fruit, dairy, toast, and salad will be an available option at every lunch and dinner. During Summer Camps we will provide a "peanut-butter-and-jelly-sandwich-making station" at every meal. During Summer Camps, we provide Family-Style meal service plus the Friday family picnic Buffet-Style. For most fall-winter-spring guest groups and banquets, we provide Family-Style type service, but Buffet-Style can sometimes provide a feasible option.

Performance Evaluations Measures:

1. Does the employee accept and perform the responsibilities listed on the position description?
2. Does the employee seek excellence in the performance of services and responsibilities?
3. Does the employee foster and build positive relationships with guests, campers, staff and supporters/volunteers?
4. Is the employee a self-starter who can identify and prioritize necessary tasks without external guidance?
5. Does the employee complete tasks in a timely manner and with proficiency?
6. Does the employee provide timely communication of completed tasks or related progress to other staff?
7. Is the employee forthright and transparent in all aspects of their work and responsibilities?
8. Is the employee willing to learn new skills for this position, and is the employee open to new and creative ideas?
9. Does the employee seek out ways to serve and help others?
10. Does the employee keep workspaces and vehicles clean, and does s/he keep a well-groomed appearance?
11. Is the employee a good steward of time, materials and money, and does the employee plan ahead efficiently?
12. Is the employee enthusiastic and able to create excitement in other staff, volunteers and supporters?

Benefits of this position include:

1. Starting salary is \$29,000 per year.
2. Pension plan through Brethren Benefit Trust. Employee pays minimum of 4% of salary, and employer pays 12%.
3. Optional individual/family medical insurance. Employee pays 33.4% of premium, and employer pays 66.6%.
4. \$300 annual professional growth fund.
5. Use of camp vehicle for related work.
6. Air-conditioned and heated office; wireless DSL internet access in Camp Office and Ark Dining Hall; office desktop-or-laptop computer (Windows 10 or later) provided if needed; free meals when the camp is serving.
7. Flexible hours and flexible work-schedule.

Policies and Other Employment Information:

Hours: June, July and August, the Food Services Coordinator will work an **average of 40 hours per week**. September through May, the Food Services Coordinator will work an **average of 36 hours per week**. Work days and hours are flexible and adaptable to the work tasks at hand. The camp office hours are Monday through Friday, 9:00am-5:00pm, and fall-winter-spring guest groups are generally on site Friday afternoons through Sunday afternoons. For 10-12 weeks while summer campers are on site June through August, all full-time employees are on call (even if not necessarily on site) from Sunday 2:00pm through Friday 7:30pm.

Paid Vacation: The anniversary for paid vacation purposes shall begin on the date of employment. After 1st year = One (1) week vacation; After 2nd year = Two (2) weeks; After 6th year = Three (3) weeks; After 12th year = Four (4) weeks; After 20th year = Five (5) weeks. Unused vacation does not accumulate beyond each calendar year. Vacation is discouraged during summer camp, Sounds of the Mountains Week and Heritage Day Week. Work days and hours are flexible and adaptable to the work tasks at hand, so days off are available in addition to regular vacation leave. Vacation or leave without pay is available upon coordination with and approval by the Camp Director.

Sick Leave: Leave with pay due to injury or illness is accrued at the rate of eight hours (or one day) per month. Sick leave shall not accumulate beyond 45 days. Records pertaining to sick leave shall be maintained at the district office and shall be available for management review. Vacation leave may be used for additional sick leave if necessary. No compensation is given for sick days remaining at the end of employment.

Family: *Per the personnel policies of the Virlina District Board – Church of the Brethren, Inc.* “No two members of the same family will be employed on any level, except for camp summer/seasonal staff with the consent of the Camp Director. Family members are defined as follows: parent/child, sibling, husband/wife or any other first order relationship or combination including blended families.”

Probationary Period: Except in cases where the record of agreement provides otherwise, all employees shall have a three-month probationary period at the beginning of employment. Upon completion of the three-month period, the supervisor shall evaluate the progress of the employee (in writing) and decide employment status. The initial three-month period shall count toward total tenure, however, probationary employees are not eligible for paid leave.

Other Employment Information: Pay dates are monthly and within five business days of the end of the month. Employee is included in employer-shared Social Security and Medicare. Unemployment insurance is not provided for any employee of a faith-based organization. Each employee is granted six weeks maternity/paternity leave for an adopted or birth baby, and the employee may use accumulated paid sick leave, paid vacation leave, or leave without pay. All employees are employed at will. No full time Camp Bethel employee shall have any other regular outside employment except by written consent of the Camp Director.

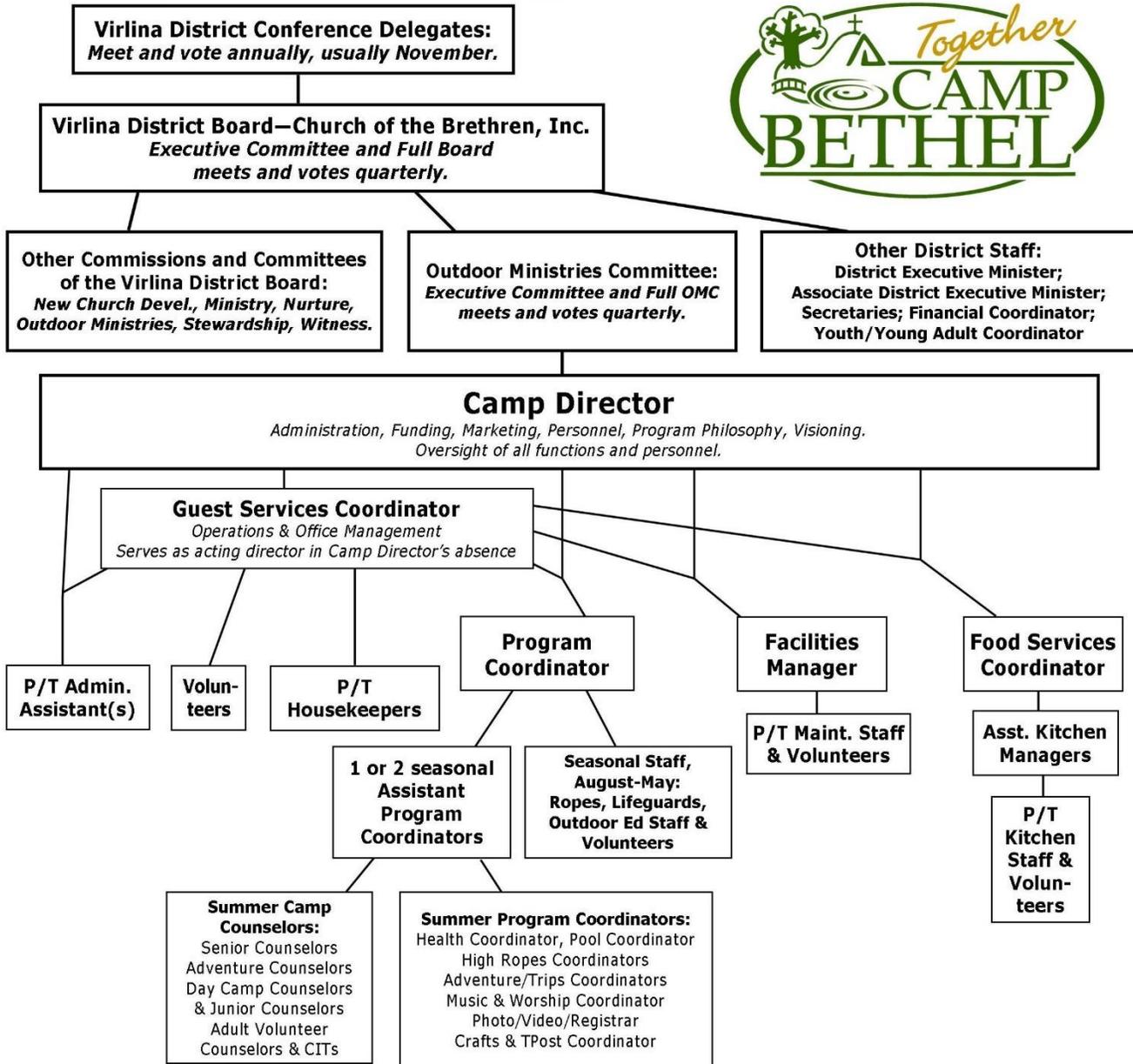
Ministry: Each employee (paid or volunteer) of Camp Bethel/Virlina District is considered a minister regardless of formal ministerial status or denominational affiliation. Every individual contact made by every individual employee is a reflection upon the mission and ministry of the camp/district, the component congregations and the denomination. All employees will, therefore, manifest a Christ-like spirit, attitude, demeanor and lifestyle in the performance of their duties regardless of location and/or circumstance. No smoking, e-cigs or vaping; Camp Bethel is a non-tobacco/non-nicotine facility. No obscene language. No alcohol or drugs.

Camp Bethel programs began at our present location in 1927. Camp Bethel is open year-round for conferences, retreats, festivals, school groups and many other family, church and community events. Supportive congregations, loving guests, faithful families and campers, exceptional food services, a sound program philosophy, excellent full-time and seasonal staff, and hundreds of devoted volunteers have established Camp Bethel as one of the region’s best camping programs. Learn more about Camp Bethel and our interesting history at www.CampBethelVirginia.org. Camp Bethel is an accredited member of the American Camp Association, adhering to over 300 health, safety, program and operational standards. Camp Bethel is an active leader in ACA Virginias. Camp Bethel is a leading member of the Outdoor Ministries Association of the Church of the Brethren. Camp Bethel is a member of the Botetourt Chamber of Commerce, and the Appalachian Trail Conservancy.

What is the Virlina District? The Virlina District of the Church of the Brethren is made up of 92 congregations spread across Virginia, West Virginia and North Carolina (hence, “Vir-lina”). The approximately 11,000 members of these congregations own and operate Camp Bethel by electing a volunteer Virlina District Board and Outdoor Ministries Committee. Learn about the Virlina District Church of the Brethren and visit a nearby congregation at www.virlina.org.

Who are the Church of the Brethren? *Continuing the work of Jesus: Peacefully, Simply, Together.* The Church of the Brethren is a Christian church similar to other mainstream Protestant groups such as Methodists, Baptists and Presbyterians. We base our practices and beliefs on Jesus’ life and teachings and the New Testament. Steadily, lovingly, even radically, Jesus went about saving the world by serving its people. Because we believe Jesus’ message, we seek to do the same. Our other distinctions include our peace position (Matthew 5:44) (shared with Quakers, Mennonites, Amish, and Moravians), emphasis on simple living (Romans 12:2) and Christian service (Luke 22:27), feet-washing during Communion worship service (John 13), and baptism by choice (Acts 2:37-39). The name “Church of the Brethren” was chosen in 1908 to emphasize a sense of family and community and was never intended to sound exclusively male. Rather, the Church of the Brethren views all people as children of God. www.brethren.org

Camp Bethel Organizational Chart



Camp Bethel Food Services Coordinator Applicant Questionnaire:

Instructions:

1. If you have not already done so, read the Food Services Coordinator Position Description and other employment information contained in this document. Read through our web site at www.CampBethelVirginia.org to discern if your skills, interests and beliefs are compatible with the services and programs of Camp Bethel, the Virlina District (www.virlina.org), and the Church of the Brethren (www.brethren.org). Guest Group Rental Agreement and Rates are at www.CampBethelVirginia.org/groups, and the 2017 Summer Camps Brochure at www.CampBethelVirginia.org/camps.
2. If you have not already done so, e-mail (1) your updated résumé **and** (2) a letter of interest to Barry LeNoir, Camp Director at Barry@CampBethelVirginia.org. Send as WORD documents or PDFs.
3. Complete the **Required Information** and the **Application Questions** on line at www.CampBethelVirginia.org/food-services-coordinator. Alternatively, provide numbered answers to these (listed below on this page) as a WORD document or a PDF, and return as an e-mail attachment as soon as possible to Barry LeNoir at Barry@CampBethelVirginia.org.
4. Based upon your qualifications (see the position description), your application answers, your résumé, and your letter of interest, if you are chosen for an interview we must perform a comprehensive criminal background check for use in the decision process. If chosen for an interview, you will be contacted via e-mail for permission to perform a background check. Results of this background check will be held strictly confidential by the Camp Director, and your personal information will not be shared.

Required Information:

1. Your full legal name (last, first, middle).
2. Your home, permanent mailing address (number and street or PO Box, city, state, zip).
3. Your e-mail, home phone number and cell phone number where we can respond to you.
4. VOLUNTARY DISCLOSURE: Not including traffic violations, have you been convicted of any crime, felony, child abuse, assault or sexual abuse? **If YES, do not submit this application.** Since our primary summer mission is caring for children, we are unable to hire persons with prior convictions.
5. List THREE persons and their phone numbers who can provide **professional** reference for you. Describe their relation to your prior experiences or training. Do not list family members as references.
6. List TWO persons and their phone numbers who can provide a **personal** reference for you. Describe their relation to you. Do not list family members as references.

Application Questions:

7. This is a Christian camp, though not all guest groups are faith-based. The hospitality in the Ark Dining Hall is an important part of the camp's ministry. If hired you will get to know hundreds of Camp Bethel devotees, many of whom are members of the Virlina District Church of the Brethren. If asked to, how would you describe your faith?
8. This position is available immediately. Our current Food Services Coordinator is leaving amicably after July 31 to pursue Law School. If hired, what date would you be available to begin?
9. Describe your experience with or knowledge of Retreat Ministry and/or Christian Camping and/or Summer Camp.
10. Expand upon your résumé and tell your story. Describe in greater detail your experience, training or skills in these areas:
 - A. Your education and degrees (if any) and any honors or highlights.
 - B. List any certifications you currently hold and any recent applicable trainings.
 - C. Guest hospitality and/or guest services.
 - D. Computer skills (especially MS Office), and internet savvy.
11. Upon reading the Food Services Coordinator position description,
 - A. What excites you about the possibility of serving at Camp Bethel in this position?

- B. Why Camp Bethel?
 - C. Why now?
12. Within reason, we try to accommodate guests'/campers' dietary restrictions and special diets, both medically necessary and social, including vegetarian, celiac (gluten intolerance), and mild-to-severe food allergies (peanut, tree nut, shellfish, etc.). We also work cooperatively with guests/camper families to arrange mutually acceptable accommodations for vegans, lactose intolerance, and diabetes. One September weekend guest group of 100+ persons is entirely vegan. Describe your experience with or knowledge of dietary restrictions and special diets.
 13. If you are hired, you will recruit, hire, train, and supervise to 2-3 part-time year-round kitchen staff and 4-6 additional seasonal summer kitchen staff. What is your approach to leadership and teamwork?
 14. Camp Bethel has a rich tradition of volunteerism in all aspects of the camp's operation. The involvement of volunteers is an indirect ministry to those wishing to serve in that way. Allowing for and working with volunteers enhances our connection with congregations, donors and supporters, and provides opportunities for ministry with these persons. Share your thoughts and ideas about involving volunteers and the benefits of doing so.
 15. Our fall-winter-spring guests expect the highest quality meals and services for relatively affordable church camp prices. If hired, how would you work to ensure customer satisfaction while remaining within given budgetary restraints?
 16. Briefly explain your understanding of and your approach to:
 - A. Nutrition, quality of foods, and dietary needs
 - B. Environmental awareness and Earth-friendly choices.
 - C. Cooking with scratch and using fresh ingredients.
 - D. Cleanliness.
 - E. Work ethic and teamwork.
 - F. Peace and social justice issues (race relations, gender equality, cultural sensitivity, etc.).
 - G. Christian service.
 17. As Camp Director, I trust each employee to complete their tasks and to be forthright and transparent in all aspects of their work and responsibilities. If hired, what would your expectations be of your co-workers?
 18. What are your personal interests or hobbies?
 19. What questions, if any, do you have concerning this position, this position description, the Camp Bethel Organizational Chart, and any aspect of Camp Bethel?