

# Lodge Coordinator

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**Responsible to:** Director of Ministries, Director of Food Services

**Direct Report(s):** Director of Food Services

## **Qualifications:**

- ⇒ Must have a personal relationship with Jesus Christ and be a witness for Him in word and deed
- ⇒ Should be at least 15 years of age
- ⇒ Must be honest, responsible, willing to follow directions, organized and a hard worker
- ⇒ Must have abilities to take initiative and develop decision making skills in regards to the cleanliness of the lodge and be able to work with minimal supervision
- ⇒ Must have up-to-date Food Handlers Course

## **Duties and Responsibilities:**

- ⇒ Help with Public Relations in local churches and youth groups
- ⇒ Attend all leadership training sessions and pre-camp orientation meetings
- ⇒ Be fully acquainted with the rules and procedures of Camp Peniel
- ⇒ et cetera

## **During Camp:**

- ⇒ The lodge must be kept very clean and tidy. This requires diligence and initiative for continuous cleaning of the tables, chairs, benches, etc. The furniture must be kept orderly and vacuumed, the lodge swept through daily and mopped on Tuesday's and Friday's.
- ⇒ Carry out all responsibilities give by the Directors and Food Services Leaders
- ⇒ Ensure that all chores on work sheets are complete (i.e. washrooms and showers cleaned, wash is kept up, etc.)
- ⇒ Oversee dishwashing after each meal and ensure all tables and chairs are scrubbed down
- ⇒ Take time for personal devotions and prayer

## **After camp:**

- ⇒ Complete End of Summer Evaluation