

GENERAL GUIDELINES/EXPECTATIONS OF ALL PERSONNEL

*Camp Christopher is a safe, Christian community of worship,
Christian Education, recreation and outdoor ministry.*

1. At all times, the welfare of campers comes first.
2. Staff and volunteers are to serve as Christian examples, modeling Christian discipleship at all times.
3. Alcohol and illegal drugs are not allowed on site.
4. The smoking policy is to be followed at all times. See the Manual for further information
5. While at camp, relationships are to remain on a friendship level only.
6. All persons at Camp Christopher shall be respectful of the opinions, emotions, property, and personal space of others. Abuse of any sort will not be tolerated.
7. The telephone is to be used for camp business and emergencies. With the permission of the Director, staff and volunteers may make short personal calls (collect or calling card).
8. Due to the level of risk involved in camping ministry, all staff and volunteers are required to complete a Police Record Check prior to arriving on site.
9. All program staff must attend the **pre-camp staff meeting held at 1pm on opening day** of each week. This includes Program Director, Leadership Coordinator, Waterfront/Recreation Director, Counsellors, and Health Officer.
(Written 1999) (Revised 2005)

RESPONSIBILITIES OF ALL STAFF

- A. All staff are responsible to the Administrator.
- B. All staff are to attend staff meetings as arranged by the Program Director.
- C. All staff are to remain on - site unless arranged otherwise with the Program Director.
- D. All staff are to report all injuries to the Program Director and Health Officer.
- E. All staff are to ensure all camp rules are obeyed.
- F. All staff are to serve as Christian examples to the campers.
- G. All staff are to maintain and clean camp property.
(Revised 2000) (Revised 2003) (Revised 2005)

Kitchen Manager

Summary: The Kitchen Manager is responsible for all aspects of the kitchen and food preparation. The Kitchen Manager must have the following minimum qualifications:

- completed a safe food-handling course
- have experience cooking for large groups
- have a good understanding of nutritional and food value.

Primary Responsibilities:

1. Kitchen Supervision
2. Menu Preparation
3. Food & Grocery Purchases

The Kitchen Manager is expected:

1. To model good Christian leadership, in accordance with the philosophy and purpose of Camp Christopher.
2. To participate as an integral member of the camp.
3. To meet with the Kitchen Coordinator Committee to discuss menus and procedures for purchasing and accounting for food at camp.
4. To supervise and assist with the preparation of meals and snack during camp session.
5. To maintain kitchen and food storage areas in sanitary conditions.
6. To keep an inventory of food supplies and arrange ordering of same in consultation with the Maintenance Manager.
7. Remain within allotted budget directed by full camp Committee.
8. To establish guidelines for access to kitchen area and food.
9. To provide orientation for all staff/volunteers regarding kitchen duties, guidelines and procedures.
10. To arrange for buy back and final kitchen clean up, in consultation with Administrator.
11. To submit reports to kitchen coordinating committee regarding inventory, evaluation and suggestions, at the end of camp season.

(Revised 2005)