

Marsden Bay Christian Camp

Job Description: Lead Caterer



The Mission Statement for Marsden Bay Christian Camp is as follows:

“Providing high-quality facilities to enable nurturing of faith, leadership, teamwork, personal responsibility, family and community”

As the Lead Caterer, you will be providing nutritious meals for camp guests, typically ranging from 50-180 people depending on the booking. You will be responsible for the end-to-end management of the kitchen, ensuring food is nutritious and presented in an appealing and appetising manner that aligns with our mission statement.

Responsible to:

The Manager

The Northland Christian Camps Trust Board

Direct reporting roles:

MBCC Manager & Board

Functional Relationships (internal and external):

Kitchen & Camp Staff

Suppliers/Contractors

Campers & Guests

Customers

Christian Organisations including kids camps, churches, para-church missions, and non-denominational groups.

Other organisations, including Schools, Service Clubs, Business Groups, Family Reunions

The ideal candidate will possess skills and experience in:

Management of the kitchen function

- Overall Kitchen Management
- Cost of catering wages analysis
- Maintain an exceptionally clean, hygienic, and organized work environment.
- Purchasing equipment and consumables and sourcing the best deals from suppliers
- Monitor feedback from evaluations
- Maintain hygiene records.
- Food cost analysis
- Undertake food preparation and general kitchen duties

Upgrading and managing the food hygiene programme

- Food hygiene record
- Systems in place for incoming goods, food preparation, and presentation
- Strictly adhere to all health and safety policies and procedures in compliance with the New Zealand Food Act 2014.

Menu Preparation

- Development of menus for different group needs
- Prepare, cook and serve well-balanced meals for diverse camp groups (including youth, school groups, churches and clubs).
- Design and implement nutritious menus tailored to various group requirements, managing dietary needs and allergies.
- Plan and control food and catering costs. E.g Food cost per person day

Control stocks of all meats, groceries, and other food items

- Monitor stocks of all food items on a weekly basis
- Plan and purchase on an 'as need' basis. Purchases are to be related only to the needs of the operation.
- Undertake the purchasing of food items

Staffing Plan

- Lead, mentor, and work alongside a kitchen team to ensure smooth, timely meal services.
- Staffing needs to be planned for high needs times
- Recruitment and training of kitchen staff
- Enthuse and lead the kitchen team ensuring an increasing skill level, ongoing training and development

Key attributes for this role include:

- A servant-hearted leader with strong Christian values and a desire to be part of a local church.
- Organised and systematic with good time management
- Ability to manage stress and pressure
- Problem solving
- Passionate about Christian Camping
- Proven experience in leadership and kitchen roles.
- Strong organisational, interpersonal, and communication skills.
- A heart for ministry and people, combined with sound operational acumen.

In quieter camp periods supporting the Manager with administration operations including:

- Facilitating groups, including checking in and out of camp and day-to-day camp user requirements.
- Administrative tasks including fielding enquiries, taking bookings, processing payments, sending out information packs, and record keeping.

You will report to and be accountable to the Manager. Written reports (in an agreed format) will be required prior to each quarterly Trust Board meeting. Attendance at Board meetings will be required.