

# JOB DESCRIPTION



**Job Title:** Baker  
**Reports to:** Food Services Manager  
**Direct Reports:** Interns and Volunteers  
**Work Location:** RockRidge Canyon, Princeton, BC

## Position Purpose

RockRidge Canyon is a Christian Conference and Retreat Center located in Princeton, British Columbia, owned and operated by Young Life of Canada for the purpose of reaching teenagers with the Gospel of Jesus Christ.

You work under the direction of the Food Services Manager and alongside the Head Cook to provide high quality baked goods and desserts for Young Life and Guest Group bookings. In addition, the Baker will assist with food preparation and presentation, receiving and storing and keeping inventory of food as well as kitchen cleaning and sanitation. You are part of a team that strives for excellence in the preparation and presentation of appealing, well balanced and nutritional meals for groups of 25 – 500 people. Food is to be served on schedule and at its peak.

Applicants must be in good physical condition. The intensity and focus of this position varies seasonally, and it is not a typical nine to five job. The Food Services department serves approximately 50,000 meals during the summer camping season and approximately 40,000 meals during the rental season (i.e., September to June).

You are part of a team committed to building the Kingdom of God. Your responsibilities are to be carried out in a way that honors Jesus Christ. The position demands a strong commitment to serving Christ, facilitating the mission of Young Life as expressed through camping, and serving guests with excellence. Young Life is a relational outreach ministry; all property staff must convey a sense of Christ-like hospitality and concern for guests and staff. Responding to the unexpected needs of the guest in a prompt and professional manner is important and required. Staff must be able to work with and minister to the volunteer high school and college age young people who serve at camp. All property staff are expected to represent Young Life positively and professionally within the community.

## Key Duties and Responsibilities

### *General Responsibilities*

1. Produce high quality baked goods and desserts as directed for summer camping and guest group bookings.
2. Provide alternative menu items to accommodate special diets / allergies.
3. Properly save and reuse leftovers, minimize waste, and encourage recycling.
4. Lead the preparation of baked goods and desserts as directed. Note: In the absence of the FS Manager and First Cook, the Baker may be requested to take charge of Food Services.
5. Assist with food preparation during rental season. May be required to assist in other departments when needed.

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6. Work to ensure Public Health regulations and Food Safe guidelines are followed to safeguard the health of guests and volunteers.
7. Work to ensure proper cleanliness and sanitation of kitchens, pantries, fridges, freezers, stoves / ovens and storage areas prior to, during, and after each camp use. All Food Services equipment, laundry and linens are to be properly cleaned and stored following use and work areas are to be left clean and tidy.
8. Use the 'Fix-It List' to make requests for maintenance known.
9. Help receive and store and keep inventory of food supplies and materials.
10. Ensure that safety for all workers (including yourself) is priority one. Teach safe use of equipment, enforce best practices, identify hazards, and take corrective measures as required.

## ***Record Keeping***

1. Maintain an inventory of all bakery supplies
2. Inform the Food Services Manager of ingredient needs so orders can be placed in a timely fashion.

## ***Relationships***

1. Work closely with Work Crew, Summer Staff, and Interns to help make their experience a positive time of personal and spiritual growth.
2. Provide positive, professional, and effective leadership for all volunteers working within Food Services.
3. Provide training and supervision of volunteers and casual bakery staff as directed, ensuring that they clearly understand the scope of their responsibilities, safety concerns, and the performance standards required. Provide feedback designed to improve performance and assist them as required to ensure success.
4. Be a consistent example of Christian commitment and enthusiasm.
5. Build and maintain positive relationships on and off the property with all contacts, (personal and professional) as an ambassador of Christ.
6. Build and maintain a positive profile for Young Life and RockRidge Canyon in the local community.
7. Attend all staff meetings as requested.
8. Communicate with other property staff to ensure harmonious relationships and an effective work environment to maximize our human resources.
9. Lead by example in cooperating with other departments to work as a team and produce a well-functioning body.
10. Be a positive spiritual leader and example to those you work with and serve. This may include leading devotional and prayer times with staff and volunteers.

## ***Other***

1. Arrive at work on time, properly attired, rested and prepared to work.
2. All Food Services employees must dress professionally and comply with standards set by the Manager. Chef jackets and aprons will be provided. Ear buds and / or ear phones may not be worn at work.
3. Participate in professional or spiritual development courses, seminars, or conferences as directed by or approved by the Food Services Manager.
4. In the event of an emergency, established policies and procedures will be followed. All staff are expected to work together to ensure a coordinated response under the leadership of the Property Manager.
5. Requests for time off or holidays are to be submitted in advance for approval to the FS Manager. See the YL Policies and Procedures Manual for details.
6. Remain current concerning new procedures, trends, or equipment in the Food Service industry by reviewing literature or through participating in professional development courses, seminars, or conferences as directed by or approved by the Food Services Manager.

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## Qualifications

### ***Education and Experience***

- High school diploma or equivalent.
- One year of culinary school training or equivalent.
- One year of training or relevant experience in Food Service with experience in baking an asset
- Relevant experience in high volume food service environment is an asset.

### ***Skills and Abilities***

- Have a vibrant and growing relationship with Jesus Christ.
- Subscribe to Young Life's Statement of Faith. Adhere to Young Life's Codes of Conduct.
- A team player committed to helping others succeed. A natural encourager.
- Demonstrated initiative – a 'self-starter'. Focused and organized.
- Demonstrated ability to train and lead teams to accomplish tasks effectively and efficiently.
- Good oral communication skills. Able to receive, understand and carry out oral and written instructions.

### ***Other***

- Must be willing to relocate to Princeton, BC
- A valid Class 5 driver's license and clean driver's abstract.
- Must maintain current Food Safe I as a condition of employment.
- Must maintain Standard (Level I) First Aid certification as a condition of employment.
- Must provide a current clean Criminal Record Check upon appointment and every 5 years afterward as a condition

## Work Conditions

### ***Work Location:***

- Work is performed in a rural camp setting.
- Work is performed in a commercial kitchen environment.
- Each day, the worker will experience high and low temperatures from ovens, cooktops, fridges, and freezers.

### ***Physical Requirements:***

- Work is not sedentary and requires the employee to walk or stand for up to 95% of the time, 5% computer work
- The employee is required to see, talk and hear.

### ***Work Conditions:***

- Work is deadline driven.
- Work is seasonal and at times there will be large volumes of work to undertake.

### ***Hours of Work:***

- Generally the work week is 40 hours during the rental season. This includes working most weekends and split shifts.
- Work weeks in excess of 40 hours will be required during peak times and during the summer season.

### ***Hazards:***

- Worker will be required to work with extremely hot liquids, and hot cooking surfaces.
- Hazards are considered controllable.

### **Note:**

*This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.*