



**The Salvation Army  
Golden State Division  
CAMP REDWOOD GLEN**

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**POSITION:** Program Team: Canteen Lead  
**SUPERVISOR:** Assistant Program Director  
**DEPARTMENT:** Camp Redwood Glen  
**STATUS:** Summer Camp

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**THE SALVATION ARMY MISSION STATEMENT:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**OVERVIEW:**

The objective of the Canteen Lead is to maintain the daily operations of the Café (staff lounge) and the canteen (camper snack bar), keep current, accurate records of camper visits, maintain a clean work environment, take weekly inventories, submit requests for reorders in an efficient manner, handle camper T-Shirt distribution, and participate in devotionals, and assist in summer staff programming.

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**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Daily operation of the Canteen and Monterey Café.
- Responsible for overseeing the cleanliness and neatness of the Canteen and Café by maintaining good organization of program supplies and ensuring that materials are handled and stored properly.
- Ensure that materials are not wasted or misused and returned when borrowed.
- Responsible for preparing Canteen prior to the program start time (electives, AIR time, free time areas, etc.).
- Open and operate the Monterey Café for staff nights as directed by the Assistant Camp Director
- Receive and fill orders for camper t-shirts by cabin and for OAC campers and maintain T-shirt inventory. Notify Assistant Camp Director a week in advance when shirts need to be reordered.
- Create canteen cards for all campers on registration day and organize them into the canteen binders. Cards are to be available when the canteen opens on the first full day of camp
- Schedule, plan, and execute special activities for staff during open Café times.
- Assist with the final staff banquet, planning and ordering supplies as requested by the Assistant Camp Director
- Actively participate in all evening programs.
- Assist with leading camp songs and participate in all evening campfires as directed.
- Take part in planning staff devotions, meetings, and special events
- Conduct inventory prior to the first day of camp
- Maintain a weekly inventory of Canteen snacks and drinks
- Maintain a weekly inventory of Monterey Café snack supplies
- Maintain weekly inventory for equipment and supply needs
- Prepare an order for the Canteen and Monterey Café to give to the Food Service Manager before the end of the camp week (Saturday before noon at the latest)

- Conduct an inventory at the close of camp: provide camp administration with a list of equipment to assist in purchasing supplies for the following summer.
- Maintain a high standard of safety, developing rules for conduct in assigned program areas.
- Assist in electives and other camp programs as assigned.
- Evaluate the current summer program area and make suggestions for the following summer.
- Assist with the opening and closing day procedures as requested by Assistant Camp Director.
- Assume responsibility for supervision and instruction for Salvation Army Programs (badge classes and Music/art classes) as assigned by the program schedule.
- Report general property maintenance issues to the Facilities Manager or Maintenance Crew Chief.
- Spend time with, befriend, and interact with all Cabin Leaders and campers to foster a quality camping experience in accordance with the stated goals of The Salvation Army's camping program.
- Actively participate in the spiritual formation of campers and staff.
- Be an appropriate and effective example for both campers and staff members, exhibiting Christ-like conduct, concern, and service.
- Report any suspected child abuse issues to the Assistant Camp Director immediately and take necessary actions to report it properly.
- Any other duties as assigned by your supervisor.

**All staff may be called upon at any time to assist in the total operation of the camp. You are expected to join in all evening programs; absences are excused only through the Assistant Camp Director.**

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**QUALIFICATIONS:**

- Must be at least 18 years of age.
  - Must have general skills in working with children.
  - Ability to keep organized inventories and maintain a high level of cleanliness in various work spaces.
  - Ability to work independently and with minimal supervision.
  - Ability to communicate clearly.
  - Must be of good moral character.
  - Must have a personal and growing relationship with the Lord.
  - Preferred previous camping experience either as a camper or as a staff member.
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**PHYSICAL REQUIREMENTS:**

Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis. Ability to grasp, push and pull objects and tools. Ability to lift up to 25 lbs.

*Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. The Salvation Army would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.*

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**ESSENTIAL FUNCTIONS:**

This job description should also identify the essential functions of the job, including any physical, cognitive, visual, auditory, and other abilities essential to fulfilling the job.

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**Acknowledgment of Religious Purposes of The Salvation Army**

The employee acknowledges that he/she has been informed and understands The Salvation Army’s religious purpose and status as a church. The employee agrees that he/she shall do nothing to his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her services are a necessary part of The Army’s religious purposes, and his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Army’s religious purpose.

**At Will Employment Statement**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

***Equal Employment Opportunity Employer: Minorities/Women/Veterans/Individuals with Disabilities.***

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Assistant Camp Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_