

Position Description

Long Point Camp



DOING THE
MOST GOOD™

Position Title: Canteen Director
Department: Program Staff
Classification: Seasonal

Position Summary:

To oversee the daily run of the canteen. This position is directly supervised by the Assistant Camp Director.

Canteen Responsibilities:

1. Help with collecting money for canteen "special orders" on Opening Day.
2. Keep canteen shelves stocked on a daily basis.
3. Serve campers/staff at the canteen.
4. Keep a storage inventory.
5. Shop for and pick-up canteen supplies from BJ's.
6. Clean the canteen daily
7. Prepare "special orders" for end of the week take home.
8. Staff Snacks

General Responsibilities:

1. To maintain personal appearance and adhere to all personal policies and practices as presented in the Long Point Camp Staff Manual.
2. To adhere to all policies and practices of Long Point Camp.
3. To fulfill any other duties deemed necessary by the Camp Director for the running of Long Point Camp.

Minimum Job Requirements:

1. Must be at least 21 with preferably one year of college.
2. Must have leadership experience.

Signature of Employee

Date

Signature of Camp Director

Date