



Job Title:	Canteen Manager	Position Type:	Full-Time (40 to 48 hours per week)
Report:	Marketing / Program(Jason)	Supervises:	Summer Staff, Interns, Students, Volunteers

SBR Goals:

- **Effectiveness** at our mission “To know Christ and to Make Him Known.”
- **Safety** for all guests and staff physically, emotionally, and spiritually.
- **Affordable** and open to all regardless of ability to pay.
- **Fun** for all so as to maximize opportunity for effectiveness.

Principle Function:

The Canteen Manager is responsible for all the operational aspects of the Canteen, Trading Post, and Coffee Bar. This includes profitability, food safety, product selection and display, inventory ordering and control, as well as maintaining the building housekeeping standards.

Job Responsibilities:

- Responsible for financial recordkeeping for the Canteen, Coffee Bar, and Trading Post.
 - Cash handling and reconciliation, credit card processing, Trading Post, Coffee Bar and Canteen inventory, reimbursement of camper accounts, preparation of an annual budget.
 - Profit and Loss responsibility for the Canteen and Trading Post operations.
- Responsible for being sure all administrative and maintenance tasks are executed in a timely manner
 - Maintain a food safe certification, uphold strict cleanliness and food safety standards, report all equipment breakdowns to the operations department for repairs, keep the Canteen clean of debris and dirt, train and supervise all canteen staff and volunteers.
 - Regular upkeep of the POS system and online store
 - Will collaborate with the marketing department for merchandise to be sold in Trading Post.
 - Regular inventory management
- During slower times will work alongside Marketing/Program Director in order to fulfill full time work week.

Minimum requirements:

- Committed to our “Personal Expectations”
- Fulfill the listed job responsibilities
- Expected to be a self-starter and will accept responsibility and the authority that comes with the position
- Be a team player who looks to fulfill the financial and administrative expectations of the Directors
- Proficient in working with the Campwise online camper account programs and Square POS system.
- Communicate effectively with staff to obtain necessary information to complete tasks
- Primarily indoors work with standing, walking, bending over, and lifting for several hours per day
- Detail-orientated with the ability to multi-task and be highly organized
- Is efficient and productive in a fast-paced ministry environment
- Enthusiastic with excellent customer service skills
- Familiar with Government food safety procedures
- Available to work weekend and evening hours as necessary if trained staff is not available

Personal Expectations

1. Intimacy with God and excellent relationships with family, and friends

- a. One who loves the Lord our God with all his/her heart, soul and mind and makes intimacy with Him a priority of life
2. Evidence of Spiritual/Academic Growth from the following:
 - a. Reading and responding to current thoughts and trends
 - b. Passion for and participation in the local church
 - c. Degrees or other proof of academic growth
3. Submission to the ministry's directives - a good follower
 - a. As demonstrated in obedience to God's Word
 - b. As demonstrated in local church, work, and other ministries
4. Committed to Kingdom Work
 - a. Recognition that the work here is not about him/her, but an avenue to see God
 - b. Committed to living in a way that can be imitated and standing before God with no regrets as to those who did imitate.
 - c. One who will live within the guidelines of our stated Community Standards.
 - d. One who truly feels called of God to serve on the staff of Silver Birch Ranch.
5. One who embraces and will protect the direction of this ministry in our Mission Statement, "To Know Christ and to Make Him Known," and our Doctrinal Statement.

Note: All duties and requirements stated above are essential job functions. This job description does not imply these are the only duties performed by this position. Staff members may be required to perform other ministry and job-related duties by their supervisor as needs arise.

SILVER BIRCH RANCH DOCTRINAL STATEMENT

1. All Scripture is given by inspiration of God (*II Tim. 3:16; II Peter 1:21*). Scripture is inerrant, complete and the only infallible authoritative Word of God.
2. The Godhead eternal exists in three persons – Father, Son and Holy Spirit, and these three are one God (*John 1:1-14; Matt. 28:19-20*).
3. Jesus Christ, the Son of God took upon Himself humanity being conceived by the Holy Ghost and born of the Virgin Mary. His death was a vicarious and atoning death, His life was sinless, and His miracles literal. He rose from the dead on the third day, ascended into heaven and is now interceding as our High Priest and will personally come and visibly set up His millennial kingdom (*Col. 1: 15; Phil 2:5-8; 1 Peter 2:24-25*).
4. The Holy Spirit indwells the believer at the moment of salvation and is the comforter and helper as well as the convictor of sin. We believe that God, in grace, gives gifts to every believer for use in the ministry to which He has called us to accomplish. (*John 7:38, 39; John 14:16; 17:15; 1 Cor. 12-14*).
5. Man was created innocent and fell in the Garden of Eden. Natural man is spiritually dead. Man can be saved by God's grace only by believing that Jesus Christ was the only sacrifice for our sins. Man is saved by faith alone, not by any works, for our redemption is accomplished solely by the blood of Jesus. A Christian cannot lose his salvation for it was accomplished through Christ's work, which never fails, not man's work, and is sealed by the Holy Spirit (*John 5:24; Romans 5:1; Ephesians 1:13; 2:4; 8:9; Philippians 1:6*).
6. A Christian is to be separated from the world in his life "walking after the Spirit, not after the flesh" (*Romans 8:12, 13; 13:14; Galatians 5:16-25; Col. 3:1-10*).
7. We believe in the resurrection of both the saved and lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (*1 Cor. 15; Revelation 20*).
8. We believe in the imminent return of Christ, tribulation and literal reign of 1,000 years with the saints after which the eternal state will be unfolded.

We at Silver Birch Ranch recognize that no one individual or organization within the Christian faith has a complete understanding of all the Truth. Silver Birch Ranch has a distinctive doctrinal and philosophical position, which we feel our guests should be aware of and understand that if you choose our teachers to teach your group, they will be teaching from this basic background and understanding. We would not discriminate against groups not holding all our views, but would ask that groups holding differing views would refrain from any actions contrary to our stated positions while at the Ranch.

We welcome all those who will use this facility in a God-honoring way.

"TO KNOW CHRIST AND TO MAKE HIM KNOWN"