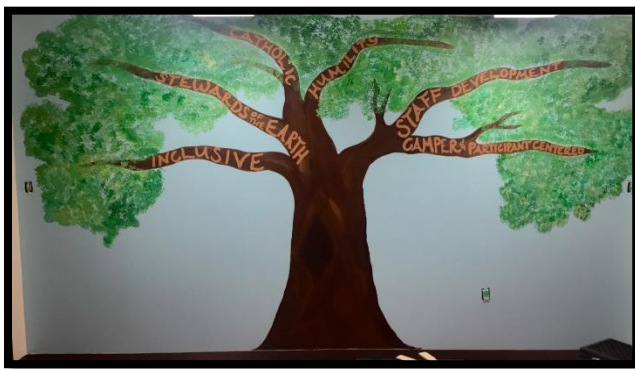


Catholic Youth Organization



Camp Rancho Framasa

Food Service Staff Application Handbook 2019



2230 N Clay Lick Road Nashville, IN 47448

www.campranchoframasa.org

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About Camp Rancho Framasa

Camp Rancho Framasa, established in 1946, facilitates a residential, inclusive Summer Camp; an Outdoor Education program; Leadership/Community Building programs and youth and adult Retreats. It is located on 296 acres in Nashville, Indiana, just 65 miles south of Indianapolis. The site is very rural with moderate to steep hills, deciduous forest, a small lake, trails, pastures and fields. Camp facilities include 8 cabins with attached shower/bathroom facilities; an outdoor program center/dining hall; an amphitheater; an activity pavilion; health care center; 2 offices, 2 staff resident homes, guest house, outdoor pool and climbing tower.

The mission of Camp Rancho Framasa is to enhance the physical, emotional and spiritual development of youth through experiences in the outdoors. Summer camp sessions are typically 6 days long, with approximately 200 campers attending each session. Campers are grouped with 7 to 10 of their same-aged peers and live together with staff in cabins. Campers participate in swimming, canoeing, campfires, parables, horseback riding, handicrafts, low challenge, high challenge, climbing tower, faith services, drama, archery, games, sports, social events, Mass, environmental studies and cooking out. Camp Rancho Framasa is inclusive of campers of all abilities. Trained staff members provide support as needed to campers with support needs. School year programs run August-May. Various groups from the Archdiocese of Indianapolis attend programs to supplement their curriculum and/or ministry.

All programs are guided by 6 core values: Catholic, Inclusive, Stewards of the Earth, Humility, Staff Development and Camper-Participant Centered. These values are integral to the way camp is organized and ran on a daily basis. Camp Rancho Framasa is a program of the Catholic Youth Organization (CYO), operated by the Archdiocese of Indianapolis and a United Way agency.

Why Work at Camp?



At camp, amazing things happen! Lives are changed as friendships and relationships are formed, new skills are learned, and an appreciation for the natural world is emphasized. This is true for everyone! At camp, you will make a difference in individual's lives and have an impact on the greater community as you model our core values and help others grow.

You will be part of an environment where people can get dirty and explore things hands-on. Camp experiences encourage people to try new things and challenge themselves beyond what they thought they could do. This is only possible by the support of caring and knowledgeable staff made up of people like you.

Staff orientation focuses on the balance between safety, working hard and having fun, education and recreation, individual accomplishments and teamwork. Philosophy, expectations, daily duties and schedules will be covered.

At the end of the summer you will have made a difference in the lives of children. You will have been part of a team that truly serves others. The benefit of working at camp is one that stays with you for a lifetime.

The Camp Family...

At Camp Rancho Framasa, we are truly a camp family! Some of us live at camp year round, others live close by. By working at camp, all staff members become a part of the extended camp family. Those who are devoted to camp year round spend much of the year planning and organizing for the 12 very exciting months of the camp calendar.

Year Round Staff

Kevin & Angi Sullivan, Camp Co-Directors
Steve Connaughton, Summer Program Director
Jared Simoneaux, School Year Program Director
Lauren Owen, (LO), Program & Development Assistant
Lauren Verhiley (LV), Registrar
Chris Parker, Assistant Facility Manager
Chris "CB" Bryan, Facility Manager
Lyndsay Hill, Food Service Manager
Gary Roberts, Assistant Facility Manager

Summer Staff

Camp Rancho Framasa's summer staff is made up of about 60 college age individuals. Many are in college studying a field that will enable them to work with children such as education, special education, human development and family studies, outdoor education, therapeutic recreation and more!

Program Staff

Camp Rancho Framasa's program staff is made up of 5-6 adults who have completed their studies in environmental education, outdoor recreation, education or a related field. Their job is to facilitate the school year camp calendar, August through May, which involves outdoor education, retreats, community building & leadership programs.



ACA Member

Camp Rancho Framasa is proud to be a member of the American Camping Association. Developed exclusively for the camp profession, this nationally recognized program focuses on program quality, health and safety issues, and encourages us to review every facet of our operation.

Typical summer camp day...

| | |
|---------------|--|
| 8:00 | Wake-up |
| 8:30 am | Prayer/Breakfast/Bead Time |
| 10:00 am | Flag Up, Scripture, Group Capers |
| 10:30 am | Activity with cabin group |
| 11:30 am | Activity with cabin group |
| 12:30 pm | Prayer/Lunch |
| 1:30 pm | Rest Period |
| 2:30 pm | Activity with cabin group |
| 3:30 pm | Activity with cabin group |
| 4:30 pm | Activity with cabin group |
| 5:30 pm | Prayer/Dinner |
| 6:30 pm | Evening Game Intro/ Cabin Time—get ready for the game! |
| 7:30 -9:30 pm | All Camp Evening Game, Snack and Campfire, Campfire Closing |
| 9:30-10:30 pm | Cabin Prayer, Cabin Time & Stories |
| 10:30 pm | Lights out |



The Challenges of Working at Camp

While working at camp is tons of fun and a great learning experience, you will also find challenges. We like to tell you about them so you can make an informed decision. Having strategies or the ability to work through these challenges can set you up for success.

Common Challenges:

Lack of control All things at camp are “system” based. There is a reason for the way we do things and organized systems that helps things to run smoothly. While you will be looked to for your food service skills other areas will be “off-limits.” Food Service Staff members are asked to not intervene in other areas. This can be frustrating. Your direct support person can help and take your suggestions for areas at camp you feel could improve.

Difficult campers or staff We work with people from a wide variety of backgrounds. Whether they come from the inner city, the suburbs, or a rural community, there are always campers and sometimes staff who will test your patience. You will serve all campers and staff and it is expected that you will do so with a positive attitude and a smile.

The Need to Always Be “On” Kitchen work can be hard and sometimes a “thank-less” job. You are expected to work hard. You will also be expected to be upbeat, positive, humble (put campers and staff first) and to keep the everyone safe. You will be provided with ample breaks, but are still considered “on the clock” in terms of your personal habits when at camp.

The Benefits of Working at Camp Rancho Framasa

- ✓ Comprehensive training
- ✓ Set schedule
- ✓ Free meals when working
- ✓ Shared Wired & Wireless Internet access
- ✓ Above minimum wage pay
- ✓ Paid over time



Positions Available

Two positions are available in the kitchen. We are hiring 2 lead cooks and 12 food service assistants. Please read the following for details on each position.

I. IDENTIFYING INFORMATION

Position Title: ***Food Service Assistant***

Status: Seasonal (summer)

Supervised by: Lead Cook & Food Service Manager



II. PRIMARY FUNCTIONS

The Food Service Assistant is responsible for assisting in the daily preparation of all meals and snacks, cleaning up after the meals, and overall cleaning of the kitchen and dining hall.

III. POSITION CONTENT

A. Major Responsibilities and regular activities

1. Assist in all meal and snack prep and service.
2. Responsible for washing dishes used to prepare food, serve food and those used by staff and campers in consumption of food and or programming.
3. Assist in maintaining sanitary standards in the food service area.
4. Assist in the prep of Tuesday cook out and Adventure trip meals.
5. Assist with staff/participant requests for alternate meal and special event food requests.
6. Assist in receiving and storing of deliveries and supplies.
7. Interact with campers and staff in appropriate manner.
8. Assist with cleaning projects.
9. Assist in the maintenance of daily temperature records of refrigeration, freezer and dishwasher units.
10. Actively participate in staff training and meetings.
11. Demonstrate respect for individuals and property, responsibility and good judgment, decorum, politeness, neatness of dress and modesty.
12. Work to uphold the philosophies of the Archdiocese of Indianapolis, the Catholic Youth Organization and Camp Rancho Framasa by demonstrating a strong faith commitment.
13. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

IV. POSITION SPECIFICATIONS AND/OR REQUIREMENTS

A. Skills, knowledge and/or abilities

1. Ability to relate well to others.
2. Desire and ability to work in a camp setting, and be involved in community.
3. Demonstrates a positive regard towards the food service business, an open mind, a willingness to learn, and a well-groomed appearance.
4. Although Camp Rancho Framasa has strong faith programming that is based on the Catholic Faith, staff do not have to be Catholic to work at camp. Camp is a faith filled place and staff should be comfortable working in a faith filled environment.

B. Education, training and/or experience

1. Experience in camp setting (as staff or camper) preferred but not required.
2. No specific experience is necessary; training is provided.
3. A desire to work in food service.

C. Working environment

1. Regular evenings and weekends as necessary.
2. This position requires some physical labor (i.e., lifting and carrying boxes of food items and supplies).
3. Work with industrial size electric dishwasher, steamer, floor mixer, tilt stove and other kitchen appliances.

I. IDENTIFYING INFORMATION

Position Title: **Lead Cook**

Status: Full-time, seasonal (summer)

Supervises: Food Service Assistant (5-6) (FSA)

Supervised by: Food Service Manager (FSM)



II. PRIMARY FUNCTIONS

The Lead Cook is responsible for meal preparation for the summer programs of Camp Rancho Framasa.

III. POSITION CONTENT

A. Major Responsibilities and regular activities

1. Assist with the receipt of food orders/other supplies and keep areas organized.
2. Supervise and coordinate job duties of Food Service Assistants. Lead, guide & direct the FSA.
3. Assist with the training of Food Service Assistants.
4. Prepare and serve nutritionally balanced menus and snacks based on menus provided by the FSM.
5. Honor staff/participant requests for alternate meal and special event food requests.
6. Plan and supervise food service staff in preparation of cookout meals.
7. Meet with the FSM regularly.
8. Take disciplinary action as needed based on established policy.
9. Lead and assist with cleaning projects.
10. Maintain daily temperature records of refrigeration, freezer and dishwasher units.
11. Demonstrate respect for individuals and property, responsibility and good judgment, decorum, politeness, neatness of dress and modesty.
12. Work to uphold the philosophies of the Archdiocese of Indianapolis, the Catholic Youth Organization and Camp Rancho Framasa by demonstrating a strong faith commitment.
13. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

IV. POSITION SPECIFICATIONS AND/OR REQUIREMENTS

A. Skills, knowledge and/or abilities

1. Excellent supervisory and leadership skills.
2. Ability to relate well to others.
3. Desire and ability to work in a camp setting, and be involved in community.
4. Demonstrates knowledge of the food service business and a practical ability of food preparation/cooking.
5. Demonstrates knowledge of proper food service facility sanitation techniques in accordance with the Indiana State Board of Health regulations.
6. Knowledge of Indiana State Board of Health regulations, American Camping Association standards and camp policy.
7. Demonstrates a positive regard towards the food service business, an open mind, a willingness to learn, and a well-groomed appearance.
8. Although Camp Rancho Framasa has strong faith programming that is based on the Catholic Faith, staff do not have to be Catholic to work at Camp. Camp is a faith filled place and staff should be comfortable working in a faith filled environment.

B. Education, training and/or experience

1. Two to three years of experience in food service area.
2. Two to three years of supervisory experience. Preferred but not required

C. Working environment

1. Regular evenings and weekends as necessary.
2. This position requires some physical labor (i.e., lifting and carrying boxes of food items and supplies).
3. Work with stove, griddle, oven, meat slicer, and other electrical kitchen appliances.



Food Service Staff Information

1. All food service staff members must attend orientation. The date is to be announced. This training is mandatory.
2. Smoking is not permitted on camp property.
3. Cell phones may be used on breaks only. Please note: Cell phones MAY NOT be visible to campers; used as clocks; or stored in pockets during work hours.
4. The illegal use of any controlled substance is prohibited while employed by Camp Rancho Framasa. Underage drinking is prohibited. Staff members 21 years of age and older are expected to drink alcohol responsibly, keeping within the legal limits. No alcoholic beverages may be brought onto camp property, and no one is to return to camp under the influence. Possession or use of alcoholic beverages at camp or during camp activities, illegal use of alcohol at any time during employment (including time off) and returning to camp under the influence of alcohol is grounds for dismissal.
5. Pay is directly deposited into staff member's personal accounts 2 times per month. All Food Service Staff members are paid an hourly rate.
6. Staff members have a paid time-off of 15 minutes for each four hour period worked AND a 30 minute paid meal break per five hour shift.
7. Food, including leftovers, may not be removed from camp by the food service staff.
8. Physical abuse, verbal abuse, sexual abuse or harassment of campers and/or staff is prohibited and will result in dismissal.
9. Gossip and negativity among the staff community are not tolerated and are grounds for dismissal.
10. Attempts will be made to accommodate the dietary needs of staff.
11. Personal pets or other animals may not be brought to camp.
12. Although CYO Camp Rancho Framasa has strong faith programming that is based on the Catholic faith, staff do not have to be Catholic to work at CYO Camp Rancho Framasa
13. Each staff member will be given a staff shirt. The following are the basic guidelines for what not to wear at camp. An easy way to gauge what is OK is to think about the type of work you will be doing - a lot of movement, bending over, etc...
 - Shorts, not too tight nor too short nor too "low riding." Shirts, same as shorts. No tube tops, midriffs or cut off sleeves.
 - Clothing should not display beer or alcohol labels, sexual innuendos, divisive topics, inappropriate themes or cuss words.
 - Everyone must have proper undergarments – bras/sports bras and under wear. This includes when wearing tank tops.

How do I apply?

We hope you like what you have read about Camp Rancho Framasa. We invite you to complete the online application. If you need more information before doing so, please contact us. We want you to make the best decision you can for an amazing work experience!

The following are the steps to take to ensure your application/hiring process goes smoothly.

1. Complete the application online at www.campranchoframasa.org. Please be honest; failure to fully disclose information can be cause for rejection of your application or withdraw of any offer of this volunteer experience at any time. There is not a deadline for submitting an application however the majority of the positions will be filled by May 15, 2019. Applying early can be important in securing a position.
2. **REFERENCES:** *New staff applicants* are required to provide two references. List an email address for each reference on your application in the space provided. **A reference link will be sent to the provided emails. References completed by co-workers, family members, friends, or friends of the family will not be considered and will delay the application process.** You will not be contacted for an interview until we have received your references. Teachers, past or present employers or a member of the clergy are ideal references. Someone may contact you within one to two weeks to either arrange for a phone interview or to let you know the status of your application.
4. If you are offered a position, please take the time to think over what was discussed at your interview. You may even want to review the application handbook. Camp work is a big commitment. Please be sure this is the right experience for you before you accept a position.

Please direct questions about the application process to Angi Sullivan at angi@campranchoframasa.org
Please direct questions about job descriptions and shifts available to Lyndsay Hill at foodservice@campranchoframasa.org