



Thank you for your interest in working at Camp Spofford and joining our Year-Round Team. If you choose to submit a resume for a position, we look forward to getting to know you. We have provided some information about Camp Spofford, and the job you are interested in.

### **Camp Spofford**

We opened in 1962, founded by the Evangelical Free Church of America. For close to 6 decades, we have had a consistent ministry made up of Family Camp, Youth Camp and Retreats. We have a primary focus around the family and the local church, partnering with both to help them follow Jesus together. Our Year-Round staff consists of 15 employees, 12 full-time and 3 part-time. We have on-site housing for some employees, while others live off-site in their own homes.

Camp Spofford is located in Chesterfield, NH and has 18 acres of property and approx. 100 feet of waterfront on Spofford Lake.

#### Mission Statement

Camp Spofford is a place where people can meet Jesus, follow Him together and rest in the beauty of God's creation.

#### Seasonal Ministries

For a food service employee, summer at Camp Spofford is a fast-paced, high-impact environment where your work directly shapes the daily experience of campers and staff. Each week brings a new group to serve, and meals become a central gathering point—fueling long, activity-filled days and creating space for connection and community. The kitchen operates with energy and precision, requiring strong teamwork, organization, and a willingness to jump in wherever needed. Whether preparing meals, serving lines, or maintaining a clean and efficient workspace, your role is essential to keeping camp running smoothly. While the pace can be demanding, there is a shared sense of purpose knowing that your work supports an environment where people are growing in their faith.

During retreat season, the rhythm shifts but the importance of food service remains just as central. With smaller groups and a more flexible schedule, there is greater opportunity to focus on quality, presentation, and personalized hospitality. Meals often feel more intimate, and your work helps create a welcoming, restful atmosphere for guests seeking time away.

Food service staff play a key role in adapting to the unique needs of each group, whether that means accommodating special requests or adjusting to changing schedules. This season offers a steadier pace and the chance to build relationships with returning guests, all while continuing to serve in a way that reflects care, excellence, and the mission of Camp Spofford.

## CONTACT US

PO Box 162  
Spofford, NH 03462

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(603) 363-4788



### **The Job**

A full job description is provided. But the person we are looking to hire needs to be a team player who is willing to be flexible. Working in Camp ministry comes with a lot of variables and is often changing. The position of Assistant Chef would spend close to 6 months of the year in the kitchen full time and the other 6 months your time would be split 60/40 between Food Service and other work.

You will report directly to our Food Service Director, Doug Hildreth. Doug has been at Camp Spofford for 30+ years delivering excellent Food Service for our guests. Camp Spofford has a reputation for great food and we work hard to maintain that level of excellence for every program and retreat we run. You would be an integral part to both our present and future ability to maintain excellence.

Camp Spofford offers above average compensation compared to industry standards along with a variety of benefits for full-time employees including Health Insurance. This position would be a full time, hourly position, that is non-exempt from overtime. You would be expected to work 40 hours/week.

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# CAMP SPOFFORD

## *Assistant Chef*

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### **JOB DESCRIPTION**

The Assistant Chef role is an hourly, full-time position which requires the ability to manage a variety of responsibilities, work closely with other staff, follow the Food Service Director, and lead a team of people. The Assistant Chef must demonstrate effective leadership and problem-solving skills in managing teams, maintaining high standards and consistency of outstanding customer service, proper and effective communication with guests and other staff, incredible attention to detail, and above-and-beyond guest service standards to ensure a memorable and positive experience.

During the Retreat Season at Camp Spofford, your job may expand to include a variety of roles to support the Camp. Support Staff are vital to the daily operations of Camp and serve in a variety of departments, including but not limited to Facilities, Housekeeping, Food Service, Office and Guest Services. During the Retreat Season you may be assigned a role in at least two departments and there will also be times where you may be asked to help in an area outside your normal scope of work.

The Assistant Chef reports to the Food Service Director.

### **JOB RESPONSIBILITIES**

- Assist in the daily operations of the camp food service.
  - Assist in the daily operations of Camp's Food Service program, under the leadership of the Food service Director, including: food prep, planning, clean up, organization, inventory, and storage.
  - Plan, supervise, and ensure preparation of meals in accordance with ServSafe guidelines
  - Set up food, supplies, and utensils for dining hall distribution.
- Assist in routine sanitation of the kitchen and related equipment.
  - Clean and maintain all food-preparation and storage areas.
  - Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
  - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
- Assist in the preparation and packaging of food for use outside the camp dining hall.
  - Work with cooks and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
  - Prepare and store food according to Camp and health code procedures.
  - Advise staff on equipment or preparation materials needed for identified menu choices.
- Assist with supervising or directing the work of the kitchen staff and volunteers.
  - Coordinate schedule and job tasks with other cooks, dining hall manager, and kitchen assistants.

# CAMP SPOFFORD

## *Assistant Chef*

### *Other Responsibilities*

- Uphold confidentiality and represent the organization with professionalism
- Contribute to a positive, Christ-centered work environment through teamwork, integrity, and prayerful support of the ministry's mission
- Model appropriate behavior always. This includes developing and maintaining appropriate professional relationships and boundaries with youth, coworkers, parents, guests, etc.
- Participate in meetings, conferences, and trainings as required
- All other duties as assigned, not limited to but include cleaning, maintenance, support, fill in for staff, etc