



Hello!

We are excited to inform you that Sunstream Retreat Center is hiring a full-time, salaried, Foods Services Coordinator, as well as a full-time, salaried, Cook. Sunstream Retreat Center exists to serve God by providing facilities and guest services that exceed expectations; where our guests can escape, explore, and enjoy time with God..

Attached you will find a full job description for both the Food Services Coordinator and Cook positions. Please take time to read through these job descriptions to see if they are conducive to your abilities. You will also find the job application to fill out for these positions. As soon as you fill the application out, email the copy to Mahlon Sibert (mahlons@sunstreamretreat.org) or Bekah Sonntag (rebekahs@sunstreamretreat.org) by December 13, 2019. We will notify you when we receive your application with the next steps in the hiring process.

Blessings,

Mahlon Sibert

Director of Sunstream Retreat Center

Food Services Coordinator



Iowa Ministry Network Sunstream Retreat Center Job Description: Food Services Coordinator Ministry Description

The Iowa Ministry Network encourages and equips leaders to build healthy, Pentecostal churches.

Title: Food Services Coordinator
Responsible to: Camp Director
Employee Classification: Full-Time, Salary
Salary: \$27,040 - \$35,360

Position Summary:

Individual would be responsible for scheduling menus, and meals for multiple groups visiting Sunstream Retreat Center. Must have excellent communication, organizational and computer skills, be energetic, creative and work well in a team oriented Christian environment. Must be proficient in resolving conflicts and providing solutions to customer request.

Iowa Ministry Network Values:

1. Lost people matter to God. They should matter to us, too.
2. The Holy Spirit working through the local church is the hope of the world, IMN is in the local church business.
3. Every community in Iowa deserves a healthy expression of the kingdom of God.
4. Healthy leaders build healthy ministries.
5. Healthy churches emphasize Worship, Discipleship, Evangelism and Service in the context of healthy, life-giving relationships.

Personal Requirements:

1. A vital, personal, relationship with Jesus Christ.
2. Attend and participate in the IMN activities as assigned by the Superintendent or Operations Administrator.
3. An attitude of service. A friendly, professional, loving attitude is expected at all times. The IMN staff is committed to continually develop a culture of honor, loyalty and teamwork.

Professional Requirements

1. Safe Serve Food Certified
2. Prepare Kitchen staff schedules
3. Prepare food list to meet dietary request of the retreat groups
4. Order food for retreat groups and maintain a good relationship with groups and group leaders
5. Put food in dry secure storage till needed
6. Prep, Cook, and Serve food for meals
7. Ensure all food meets Safe and Serve Food Requirements
8. Maintains a Clean and Safe Kitchen facility
9. Follow all State and County Sanitation Codes
10. Ability to lift 50/60 lbs. unaided
11. Report any repairs needed on equipment or Kitchen/Dining Areas
12. Assist in Rec & Maintenance areas when needed
13. Assist in budget planning/expenditures as needed
14. Communicate effectively while focusing on a good, supportive relationship with co-workers by watching the way you talk, saying only what is helpful and encouraging.
15. Must be flexible in work schedule
16. Display motivation and initiative with strong leadership skills
17. Represent the organization in a professional manner via appearance, demeanor, etc.
18. Performs other duties as assigned.

An attitude of service is extremely important in this role. IMN will only rise to the level of its team. A supportive, positive attitude sets the tone for the Network and its ministries. Loyalty to the Superintendent, Staff, Presbytery and Network is important. Questions or concerns regarding the Network should be made known to the Operations Administrator or Superintendent and all ministry-related information must be handled responsibly.



1130 JUNE BERRY RD.
 OGDEN, IA 50212
 WWW.SUNSTREAMRETREAT.ORG
 Employment Application

Attach
 Current
 Photo
 Here

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date of Birth		Social Security No.		T-Shirt Size	
Position Applied for (check all that apply) <input type="checkbox"/> Housekeeping <input type="checkbox"/> Seasonal Help <input type="checkbox"/> Food Services Coordinator <input type="checkbox"/> Cook					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three references.

Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
2020 CAMP STAFF AVAILABILITY (IF APPLYING FOR SEASONAL HELP/ADVENTURE STAFF)			
Important Dates:	Orientation & Training: May 26 th – 31 st (includes First-aid/CPR, Life Guarding, Archery, Zip Line Training) Camp Dates: June 1 st – August 9 th , Optional August 10 th – 17 th		
Training Options:	<input type="checkbox"/> Zip Line/Rockwall (18+yr) <input type="checkbox"/> Lifeguard (15+yr) <input type="checkbox"/> Archery (18+)		

If you aren't available a certain week(s) please explain why below. (Camper, vacation, etc)

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. If hired, I give permission for Sunstream to use photos of me taken while I am employed for promotional use. I understand that in signing this application I give Sunstream permission to conduct a criminal background check. If applicant is under 18, parent/guardian signature is also required to conduct criminal background check.

Signature

Date

Parent/Guardian
Signature

Date