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Dear Applicant,

In this letter we have attempted to give you some idea of what is involved in the Food Service Staff position at Friendly Pines Camp. After carefully reading it, if you are interested in applying, please fill out the accompanying application and mail it promptly to our office. We will be in contact with you, but you are welcome to give us a call if you have any further questions.

What kind of person is Friendly Pines looking for?

Obviously we are looking for people with certain skills, and we will talk about those in just a bit. It is, however, just as important to us to find people with the right kind of attitude and work habits.

We are looking for people who are:

- **Punctual** - People who show up on time and work straight through to quitting time.
- **Open-minded and teachable** - Willing to learn and follow the procedures of Friendly Pines Camp Food Service.
- **Flexible** - We certainly like to see jobs through to their completion, but sometimes our food service staff needs to respond to a variety of situations which may arise, so we need people who can change priorities quickly, without "stressing."
- **Cheerful and pleasant** - We work with the public, and our staff members are known for treating our guests with courtesy and respect.
- **Conscientious** - Our food service staff needs to keep an eye open for problems and potential problems. We want people who can think!
- **Safe workers** - We much prefer the worker who takes time to do a job carefully because he or she is committed to working safely, not just quickly.
- **Honest** - Our food service staff is given a good deal of responsibility. We need to know that we can trust our people completely. We will not tolerate staff members who lie, steal or commit other dishonest acts. Just as a staff member has the right to expect that his or her employers will pay him or her the full amount on the correct date, the administrative staff has the right to expect a full and honest effort each and every day.
- **Striving for excellence** - Granted, time constraints often demand quick, temporary solutions to problems. But this should be the exception, not a way of life. We are looking for people who take pride in every job, whether they are mopping the floor, prepping food, or washing dishes.
- **Clean living** - We deal with children and we expect our **entire** staff be good role models. We will not tolerate low moral and ethical standards from someone just because they are not *directly* involved with young people. We know that children watch everything and everyone. And they learn extremely valuable lessons from a food service person who works hard, exhibits pride of workmanship, and sets for him or herself high standards of behavior and performance. Friendly Pines Camp supports the concept of a drug and alcohol-free work environment. Smoking is not permitted on the grounds.

Please understand:

To ensure the safety of all the children attending Friendly Pines Camp each summer, we are required to conduct a thorough background check on all applicants. All Friendly Pines Staff summer staff members are required to take a pre-employment drug test as well. We may conduct random drug tests. Staff positions will be offered only to applicants having an acceptable personal history, supported by references and professional background check and clean drug test.

Employment Information:

Food service staff are vital to an excellent camp experience for all, and we consider our kitchen "the heart of the camp." Various positions may include dish washing, table setting, dining room cleanup, floors, food preparation, cooking and/or serving food, taking inventory plus any other duties which may be assigned by the Food Service Manager. Specific duties would be discussed with you personally, as well as pay scale for your particular position. Scheduling of your work time would also be discussed. During the summer season, kitchen staff work six days weekly with the day off being arranged by the manager. Our kitchen staff must be able to work on their feet for up to 12 hours in a day. Staff also must be able to lift at least 25 lbs.

Work Schedule

Work schedules during the off-season (mid-August through mid-May) is dependent on the number of groups we are serving. This will vary week to week, month to month, season to season. We can give you an overview of the up-coming season when you are interviewed. Need, therefore, dictates the work schedule. Weekends are our heaviest work periods during the non-summer season.

Summer Dates:

For summer staff minimum dates are from late May through late July, with additional weeks possibly available before and/or after, by mutual agreement

Pay

The pay is dependent on skills and experience.. All of these arrangements will be dealt with on an individual basis. **Employees can expect a probationary period of employment of 90 days.** (We need to also mention that a staff member must be in good health. Full-time summer staff must pass a company physical before being put on the payroll.)

It is extremely important that all counselors present themselves in a fashion that assures the campers, their parents, and the public that the Friendly Pines staff is more than competent in the field of caring for children. Our grooming/dress code requirements for ALL staff include:

1. Neatly groomed, non-extreme hair styles for all; must be kept out of the face. Hair for males: trimmed above the collar, out of the eyes, and no ponytails.
2. No visible tattoos or body piercings. Earrings for females only: small stud-type earrings (maximum two pair) in the lobe only, and not extending below the ear lobe.
3. Simple, but appropriate, clothing. No alcohol, drug, tobacco advertising on clothing. No political or religious statements on clothing. No visible undergarments; no sleeveless, low neckline, bare-shoulder or sheer shirts; no bare tummies; no immodest or drooping shorts/pants. Shorts must be of fingertip length. Bandanas are not acceptable head-wear for male staff members.

What next?

Please fill out the enclosed application as neatly and completely as possible and return it promptly to the address shown on the letterhead. Include three **good** references, which we will be checking. If you have any resumes, certificates, letters of reference or recommendation, or any other documents that you think might be helpful for us to have, please send copies of them along. Upon receipt of your application (if it appears that we might have a suitable opening for which you are qualified) we'll contact you to arrange an opportunity to meet, either at camp or somewhere mutually convenient. Meanwhile, please call us with any questions.

We appreciate your interest in Friendly Pines Camp and look forward to hearing from you.

Cordially,

Kevin J. Nissen
Director