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**Job Description**

**Trip Food and Equipment Supervisor**

**Overview**

This position is for the Trip Locker position that cares for the equipment to all summer programs. This role is a seasonal (May-August), full-time paid position.

**Responsibilities**

1. Responsible to Program Director
2. Responsible to communicate with Program Managers.
3. Responsible to communicate with Kitchen for food packing

**Duties**

1. Become familiar with all equipment in the Trip Locker and be a faithful steward of it.
2. Maintain an accurate equipment inventory.
3. Ensure all lockers are ready for gear check out from programs.
4. Supervise the issue of equipment and be available for help as needed. Get trip departure/arrival dates of each program.
5. Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of equipment.
6. Prepare and put our gear/equipment cleaning supplies for arrival. Supervise cleaning and put away of cleaning supplies and trash.
7. Assess and repair any gear that is possible or package/send out for repair.
8. Hang all wet gear and supervise (or personally put away) programs to put dry gear back into lockers. Check wash bay for dry gear and put away.
9. Organize and clean area inside and outside of the trip locker (including dry lines)
10. Pack food for SALT and Passage Trips as necessary. See Program Manager for deadlines and packing needs.
11. Communicate with Kitchen for food ordering in a timely fashion. Any food that is not on a normal Kitchen food ordering will be bought at Triggs or Walmart.
12. Keep Trip Kitchen clean and organized

**Qualifications**

1. Commitment to a high quality service to others
2. Well organized and handle detail
3. Communication skills to get information, needs and problems from others
4. Appreciation for equipment that is used for ministry
5. Willingness to learn how to maintain and repair gear
6. Flexibility to work long hours balanced with times of low work
7. Self lead and self initiated

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