

Job Title: **Food Service Manager**

Reports to: **Executive Director**

Position Purpose:

Food Manager will cook and prepare nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area.

Essential Job Functions:

1. Daily operations of the camp food service.
 - ◇ The preparation of food as the menu indicates including washing and peeling.
 - ◇ Set up food, supplies, and utensils for dining hall distribution.
 - ◇ Store food and leftovers at proper temperature.
2. The 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.
3. The preparation and packaging of food for use outside the camp dining hall.
 - ◇ Work with other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
 - ◇ Prepare and store pack out food according to camp and health code procedures.
 - ◇ Advise staff on equipment or preparation materials needed for identified menu choices.

Other Job Duties:

Considerations for job duties are made based on the size of the kitchen staff; food service styles (such as buffet, family style etc.); amount of food service outside of the dining hall including tripping programs, picnics etc.

Relationships:

The Food Service Manager may relate directly or indirectly to program staff and Counselors in regard to pack outs, dishwashing etc. Adherence to Child Labor laws is essential.

Qualifications:

- ◇ Desire to work in the food service area.
- ◇ Knowledge of food preparation and serving, storage of food and dishwashing procedures is preferred.
- ◇ Willing to work Sunday evening to Friday afternoon, can live on site or drive to work and salary includes meals, staff attire and housing if needed. It is from the beginning of June to the middle of August.

Physical Aspects of the Job:

- ◇ Ability to lift and carry 30 pounds including unloading food, carry trays of dishes, lifting supplies and equipment as needed.
- ◇ Visual ability to identify and respond to environmental hazards.
- ◇ Physical ability to operate kitchen equipment according to safe recommended methods.
- ◇ Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more).
- ◇ Determine cleanliness of dishes, food surfaces, and kitchen area.