



Job Description

SACANDAGA

Administration

Job Title: Chef /Food Service Manager

Classification: Exempt (Seasonal)

Reports to: Camp Director

General Description: The Food Service Manager directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

Qualifications:

1. Must be at least 23 years of age and completed three years of college. College Degree preferred
2. Experience in institutional or large food service setting.
3. Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.
4. Must hold current certification or licensure for operating a kitchen in the camp's jurisdiction.
5. Ability to work within a budget and purchase supplies efficiently.
6. Experience in supervision.
7. Current, valid ARC Community First Aid & CPR or equivalent is required. This course will be supplied during staff training.
8. Must demonstrate ability to accept responsibilities, to provide leadership and to supervise effectively.
9. Desire and ability to live & work with children outdoors for extended periods of time.
10. Good character, integrity, and adaptability.
11. Ability to accept supervision and guidance.
12. Enthusiasm, sense of humor, patience, and self-control. Able to maintain good judgement and decision making skills through extended long hours.

Knowledge, Skills, and Abilities

1. Knowledge of current health and safety laws and practices is essential.
2. Knowledge of and experience in preparation of special dietary foods.

Responsibilities:

- I. Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and dining room.
 1. Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and pack-out food.
 2. Ensure the service of camp meals through directing the work of other employees.
 3. Ensure safe and efficient preparation and serving of camp meals.
 4. Coordinate menu planning for user groups as directed.
- II. Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
 1. Maintain inventory of food and household supplies.
 2. Order food and kitchen supplies consistent with menus and enrollment counts.

3. Maintain high standards of cleanliness, sanitation, and safety.
 4. Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
 5. Inspect equipment and ensure equipment is repaired as necessary.
 6. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
- III. Manage all administrative and human-resource functions with regard to kitchen and dining room employees.
1. Monitor employee performance and training.
 2. Assist with interviewing and hiring of cooks and all kitchen staff.
 3. Plan, coordinate, schedule, and supervise the work of other food service staff.

General

1. Be a positive role model at all times to campers and staff regarding cleanliness, punctuality, sportsmanship, good manners, teamwork, table manners, etc.
2. Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
3. Be flexible and willing to change routine. Work assignments may be reassigned & duties may be assigned as necessary.
4. Be willing to cooperate with Campfire Council members, volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
5. Turn in all assigned paperwork, thoroughly complete and on time.
6. Manage personal time off in accordance with camp policy.
7. Use thoughtful and mature judgment.
8. Consistently and completely perform responsibilities of the position in an independent manner.
9. When requested by the Director, perform tasks required for the successful operation of the camp.
10. Inform the Director of problems or unusual activities that pertain to camp.
11. Do not follow any discriminatory practices based upon race, color, national origin, sex or handicap.

Supervision

This person is under the direct supervision of the Director.

Essential Functions:

1. Ability to effectively communicate orally and in writing.
2. Physical ability to lift and carry 50 pounds.
3. Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
4. Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
5. Ability to safely and properly use kitchen equipment.
6. Ability to provide first aid and to assist campers and staff in an emergency.
7. Must be able to determine the cleanliness of dishes, food contact surfaces, and kitchen area; assess condition of food.
8. Must have visual and auditory ability to identify and respond to environmental and other hazards, read prescriptions and health forms
9. Must have the physical strength to lift/unload/move food and supplies; lift dishes to their storage location