Position Description

**Position Title:** Food Service Manager **Revised:** July 2019

**Reports To:** Executive Director

**General Function:** The Food Service Manager directs the overall food-service operation of the camp on a year-round basis, including purchasing, preparation, service, clean-up, and staff supervision.

**Requirements:** The Food Service Manager must be at least 21 years of age, and bring to the position experience and training in food service management. Knowledge of current health and safety laws and practices is essential, as the incumbent is responsible for supervising the preparation of healthy, nutritious meals for summer campers and guest groups on a year-round basis. The incumbent must be able to cater to the dietary restrictions of staff, campers, and other diners. Must hold current, or be willing to obtain “Serv-Safe” certification. The incumbent must be able to work within a budget and purchase supplies efficiently.

 Because the Food Service Manager interacts with campers and groups, customer-service skills are very important. Personal leadership is paramount. Staff supervision and training skills are important, as the incumbent will supervise summertime kitchen assistants. A strong environmental ethic is important. Must be a person of strong personal faith, with a positive relationship with the Catholic Church.

**Principal Activities:**

* Establish and interpret policies and procedures for food service and kitchen use
* Plan menus that are balanced, nutritious, enjoyable, and adequately-sized
* Purchase, within budget guidelines, food and supplies needed for meals, snacks, and kitchen/dining hall cleanliness
* Prepare meals for summer campers, staff, year-round guest groups; cleans up after meals
* Clean and maintain all food-service areas, including kitchen, dining hall, storage, and kitchen recycling; inspect and repair equipment as necessary
* Supervise, train, nurture, and appraise summer kitchen staff members
* Assure that applicable health and safety codes are communicated to staff and complied with
* Promote practices that seek to reduce waste, reuse items, and recycle as much as possible
* During the summer camp season, provide snacks for campers, refreshments for Sunday registration, and treats for the staff lounge

**Essential Functions:**

* Ability to understand and implement health and food-safety regulations and procedures
* Ability to communicate procedures and regulations to staff and campers
* Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
* Physical strength to lift food, supplies, and dishes (up to 30 pounds)
* Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
* Ability to safely and properly use kitchen equipment
* Ability to understand and communicate the camp’s spiritual vision
* Ability to provide first aid and assist campers and staff in an emergency