

BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION

TITLE: Food Service Manager

RESPONSIBLE TO: Executive Director

PURPOSE: To plan and coordinate camp food service.

GENERAL POSITION DESCRIPTION: This is a quarter-time, year-round, salaried position based on an average of 10 hours per week with more hours during the summer season, less hours in the fall and spring, and limited hours in the winter. Additional hours, if desired, are available when fulfilling the role of Head Cook, as scheduled. From Memorial Day to Labor Day, Brethren Woods is primarily a summer camp for children and youth. Meals and evening snacks are served family style for campers, staff, and guest groups in the dining hall, as well as regular cookouts and packouts for about 8 weeks. From Labor Day to Memorial Day, Brethren Woods is primarily a retreat facility with regular weekend use, occasional midweek groups, and special camp events and programs. Food service is needed for approximately 1-2 weekends per month. Year-round meals for guest groups are often served buffet style. The Food Service Manager is responsible to plan and coordinate camp food service and staffing for all scheduled groups, activities, and events throughout the year. Benefits include a salary, based on experience and within the context of our non-profit environment, and professional growth funds.

RESPONSIBILITIES:

1. General
 - a. Creates and fosters an atmosphere of hospitality and friendliness to ensure an enjoyable experience for staff, campers, and guests.
 - b. Keeps office and kitchen area, file cabinets, and electronic data neat and orderly.
 - c. Reports contributions (financial or in-kind donations) to the camp office for record-keeping and acknowledgement.
 - d. In coordination with the camp office, sends out honorariums and/or thank you letters to donors and volunteers.
 - e. Maintains organized files and work lists related to food service, equipment, volunteers, vendors, service providers, etc. including contact information and skills.
2. Menu
 - a. Plans nutritious, delicious, well-balanced menus for meals and snacks, taking group ages, programming, dietary needs, allergies, and special requests, including vegetarian and vegan options, into account.
 - b. As required, submits planned menus to a nutritionist, dietician, or other qualified personnel and document approval.
3. Budget
 - a. Maintains a running inventory of food and supplies, including those from the United States Department of Agriculture (USDA).
 - b. Orders and purchases food, supplies, and equipment to provide planned food service.

- c. Maintains records of food service expenses and provides all documentation required for payment.
 - d. Works with Executive Director to keep food, supply, and staff costs within approved budget.
4. Staffing
 - a. Assists Program Director in hiring part-time employees, including recruiting, screening, and interviewing, to be approved by the Executive Director.
 - b. Recruits and screens volunteers to serve in the kitchen.
 - c. Trains food service staff to prepare and serve healthy, attractive meals in a timely manner and to safely and correctly operate all kitchen equipment necessary for food preparation, service, and cleaning.
 - d. Creates a work schedule and assigns work hours to employees and volunteers.
 - e. Supervises, manages, and evaluates food service employees and volunteers.
 - f. Serves as Head Cook, as scheduled, to maintain average of 10 work hours per week or if additional hours are desired.
 - g. Meets and maintains equitable and fair standards, regulations, and policies.
 5. Equipment and Maintenance
 - a. Oversees dining room procedures and sees that the dining room is attractively maintained.
 - b. Ensures that camp kitchens and equipment are kept clean and ready for use by staff or guest groups.
 - c. Arranges for the proper care and maintenance of kitchen equipment.
 - d. Informs the Property Manager of the failure of any kitchen equipment to operate properly or other maintenance needs.
 6. Standards, Regulations, and Policies
 - a. Implements American Camp Association accreditation standards related to Food Service and assists with maintaining accreditation, including files and documentation.
 - b. Abides by all state and local health department regulations and ensures that requirements are met and documentation is maintained.
 - c. Knows the contents of the Staff Manual.
 - d. Follows and enforces all camp policies and procedures, including health and safety regulations.
 7. Attends weekly staff meetings held in the camp office whenever possible.
 8. Participates in an annual review and evaluation with the Executive Director.
 9. Assist in other areas of camp operation as needed.

QUALIFICATIONS:

1. Committed Christian recognizing the role and responsibilities of the position as part of the overall mission and ministry of Brethren Woods, the Church of the Brethren, and the ongoing work of Jesus Christ.
2. Exhibits a spirit of cooperation, flexibility, and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Self-motivated and flexible, with the ability to perform work, follow instructions, multi-task, and make decisions with general direction in an organized and timely manner.

5. General technology skills including basic computer and smart phone usage, word processing, email, web-based research, and recordkeeping.
6. Safety-conscious attitude and ability to abide by and enforce camp rules and policies.
7. Skills, training, and/or experience in menu planning, culinary arts, and quantity food service.
8. Willingness and ability to learn new skills, as well as adapt and respond to varied situations that may arise.
9. At least 18 years of age, with a good driving record and a valid Driver's License, or the ability to obtain one, as required to operate camp vehicles.

EDUCATION AND EXPERIENCE:

1. High school diploma or GED required.
2. Training, education, and/or experience in food service management and staff supervision preferred.
3. Current training and certification in food safety, or willingness and ability to obtain such training and certification, to meet national and local requirements.
4. Knowledge of occupational hazards, regulations, and safety requirements of work environments. Experience in the safe operation and maintenance of a variety of food service equipment.
5. Highly desire experience in a camp setting or other field where multiple responsibilities and organizational skills are needed to provide food service.

PHYSICAL REQUIREMENTS:

1. Able to effectively work in both an indoor food service environment and the outdoors in a variety of conditions throughout the year.
2. High physical requirement including the ability to exert and lift 45 pounds occasionally and up to 25 pounds frequently.
3. Position requires pushing/pulling materials, writing, typing/computer entry, and other fine motor skills.
4. Able to stand for long periods of time and walk outdoors on uneven terrain as well as sit/stand, lift/carry, push/pull, reach, kneel, climb, and balance.
5. Sight, hearing, and verbal communication skills are needed for effective communication with guests, staff, and business partners in the performance of essential duties.