



Camp Wesley Pines

Food Service Manager

Reports to: **Hospitality Director**

Position Purpose:

The Food Service Manager directs the overall food-service operation of the camp including preparation, nutrition, service, sanitation, security, personnel management, customer service, and record-keeping. This position is a ***Year-Round/Part-Time Position***.

Essential Job Functions:

1. Manage the daily operations of the food and dining service including coordinating activities between the kitchen and dining room.
2. Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and camp-out food.
3. Ensure the service of meals by directing the work of other employees.
4. Ensure safe and efficient preparation and serving of meals.
5. Arrange for the routine maintenance, sanitation, and upkeep of the kitchens, equipment, and facilities.
6. Maintain inventory of food and household supplies.
7. Ensure food and kitchen supplies are consistent with menus and enrollment counts.
8. Maintain high standards of cleanliness, sanitation, and safety.
9. Clean and maintain all food-service areas, including kitchens, dining halls, pantries, storage, and trash.
10. Inspect equipment and ensure it is repaired as necessary.
11. Promote practices that seek to reduce waste and reuse items as much as possible.
12. Monitor kitchen employee performance and training.
13. Coordinate and supervise the work of other food service staff.
14. Participate in staff meetings, special celebrations, or guest services.
15. Coordinate the stocking and upkeep of the pantries.
16. Maintain a proper dress code and attitude adhesive to the mission of Camp Wesley Pines.
17. Complete any and all other tasks to maintain the well-being and integrity of healthy kitchen space and environment.
18. Undergoes annual job evaluation by Hospitality Director.
19. Report all issues to the Hospitality Director.

Relationships:

The established relationship between the Food Service Manager and Hospitality Director is important to ensure the integration of the foodservice mission and the program goals of the camp.

Qualifications:

- Associates Degree or higher (preferred)
- Must hold current Serv Safe Certification.
- Experience in institutional or large foodservice settings.
- Knowledge of and experience in food service: inventory, food preparation, family-style serving, cafeteria-style serving, cleaning, and kitchen equipment.
- Experience in supervision.
- Knowledge of current health and safety laws and practices is essential.
- Knowledge of and experience in the preparation of special dietary foods.

Physical Aspects of the Job:

- Ability to effectively communicate orally and in writing.
- Physical ability to lift and carry 50 pounds.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time.
- Ability to safely and properly use kitchen equipment.
- Ability to provide aid and assist campers and staff in an emergency.