



Title: Food Service Manager

Type: Year-Round, Part Time

Supervisor: Executive Director

Job Summary:

The Food Service Manager works closely with all staff at Birchwood Camp to help provide high quality meals, taking into consideration dietary restrictions and allergies, for campers and rental group participants. This staff member will take the primary lead in hiring, training, and scheduling staff to work in the kitchen, planning and supporting the execution of meals, ensuring that cleanliness and state regulations are being met, and tracking and restocking inventory.

Qualifications:

- Experience as cook and/or assistant cook
- Desire and ability to work in a camp setting with children and adults, flexibility is essential
- Experience in cooking for large groups
- Ability to prepare foods for special groups (i.e. gluten free, vegetarians) as needed
- Desire to provide quality fresh food
- Knowledge of standards of food preparation and serving and kitchen procedures
- Willingness to work within a budget and seek out cost savings

Responsibilities:

Prepare Menus for Camp, Guest Group Meals and Snacks

- Be able to plan menus and preparation times to serve groups ranging in size from 20-100
- Appeal to the age group being served
- Coordinate special meals with the Executive Director and Guest Services Coordinator e.g. cookouts, hikes
- Collaborate with Program Specialist to plan food for adventure camps
- Maintain appropriate inventory of food and supplies
- Evaluate summer camp or guest group food service and make suggestions for the next season or visit

Supervise Meal Preparation, Clean Up, and Shopping/Ordering

- With the assistance of the Executive Director, purchase food wholesale or locally
- Train kitchen staff
- Be able to supervise, coordinate, and schedule the activities of the kitchen staff in food preparation, serving, dishwashing, and kitchen cleanup
- Portion meats, vegetables, salads, breads, desserts, etc.
- Be responsible for the cleanliness and order of the kitchen, kitchen equipment, and for the appropriate storage of food
- Record quantities, types, and recipes of foods served for camp records
- Recommend purchase or repair of kitchen equipment to the Executive Director, as necessary.

**Essential Functions:**

- Lift, unload, move food and supplies
- Use electrical and mechanical kitchen equipment safely
- Determine cleanliness of dishes, food contact surfaces, and kitchen area
- Assess condition of food
- Ability to communicate and work on a team

The Food Service Manager should have a desire to serve in cooperation with our Camp mission and vision statements. We use these statements to direct our planning, our programming, and our attitudes towards the campers & guests.

Mission Statement

Birchwood Camp's Mission is to share Christ's unconditional love for all people through intentional hospitality in God's creation.

Vision Statement

All who encounter Birchwood Camp know they are loved by God and welcomed by the community of Christ exactly as they are.