

## **Food Service Manager**

### **Qualifications of the Food Service Manager:**

- 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

The Food Service Manager is supervised by the Camp Director.

### **Responsibilities of the Food Service Manager:**

#### **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 Camp Director and Guest Services Coordinator e.g. cookouts, hikes
- Collaborate with Program Staff 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 Camp 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
- Cook, trim, portion, carve, bake, etc.
- 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 Camp 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.