

# **Storm Mountain Center**

## ***Job Description***

Job Title: **Food Service Manager**  
Classification: **Exempt (Full-Time, Year-Round)**  
Reports to: **Director of Storm Mountain Center**

### Position Purpose:

The Food Service Manager provides oversight to the food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping. The Food Service Manager plays an essential role in caring for guest needs through radical Christian hospitality and a guest centered mindset.

### Essential Job Functions:

1. Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and dining room.
  - ♦ Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and pack-out food.
  - ♦ Ensure the service of camp meals through directing the work of other employees.
  - ♦ Ensure safe and efficient preparation and serving of camp meals.
  - ♦ Coordinate menu planning for user groups as directed, meeting the dietary needs and requirements of all guests.
2. Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
  - ♦ Maintain inventory of food and household supplies.
  - ♦ Order food and kitchen supplies consistent with menus and enrollment counts.
  - ♦ Monitor food service budget and stay within spending limits established by Camp Director
  - ♦ Maintain high standards of cleanliness, sanitation, and safety.
  - ♦ Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
  - ♦ Inspect equipment and ensure equipment is repaired as necessary.
  - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
3. Manage administrative and human-resource functions with regard to kitchen and dining room employees, in consultation with Director.
  - ♦ Monitor employee performance and training.
  - ♦ Assist with interviewing and hiring of cooks and all kitchen staff.
  - ♦ Plan, coordinate, schedule, and supervise the work of other food service staff.

### Other Job Duties:

- ♦ Participate as a member of the camp management team as needed to ensure the integration of program and property in order to deliver a program that meets the needs of guests and the camp mission.
- ♦ Assist in the long range planning for camp and Dakotas Conference of the United Methodist Church
- ♦ Assist in representing the camp to local businesses and other related camp groups.
- ♦ Recognizing that during the retreat season (Fall, Winter, Spring) there is not always an opportunity to provide meal services, other duties may be assigned, including but not limited to: hospitality/cleaning, basic maintenance, and other duties as needed.

Qualifications: *(Minimum Education and Experience)*

- ♦ Experience in institutional or large food service setting.
- ♦ Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, buffet serving, cleaning, and institutional kitchen equipment.
- ♦ Must hold current certification, or able to obtain within one year of hire, a current ServSafe Manager certification.
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ Experience in supervision.

Knowledge, Skills, and Abilities:

- ♦ Knowledge of current health and safety laws and practices is essential.
- ♦ Knowledge of and experience in preparation of special dietary foods.

Physical Aspects of the Job:

- ♦ Ability to effectively communicate verbally 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 (60 minutes or more).
- ♦ Ability to safely and properly use kitchen equipment.
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.
- ♦ Willing to live in a camp setting and work irregular hours.