

Storm Mountain Center

Job Description

Job Title: **Food Service Manager**
Classification: **Exempt (Temporary Seasonal)**
Reports to: **Director of Storm Mountain Center**

Position Purpose:

The Food Service Manager directs the overall food-service operation including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping. The Food Service & Housekeeping 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, housekeeping, & general supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen & housekeeping storage, its equipment, and facilities.
 - ♦ Maintain inventory of food and housekeeping supplies.
 - ♦ Order food, kitchen, and cleaning supplies consistent with menus and enrollment counts.
 - ♦ Maintain high standards of cleanliness, sanitation, and safety.
 - ♦ Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling, and accommodations as directed.
 - ♦ Inspect equipment and ensure the 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 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 the camp and agency.
- ♦ Assist in representing the camp to local businesses and other related camp groups.
- ♦ Recognizing that during the summer season there is not always an opportunity to provide meal services, other duties may be assigned, including but not limited to: basic maintenance, housekeeping, 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.
- ♦ Knowledge of the basic use of chemical and sanitation best practices

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 safely and properly use cleaning chemicals and 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.