

Food Service Manager

Job Description

Purpose: To provide optimum nutritional care for campers
To improve dietary skills of campers
To provide a high quality food service for campers

Responsible to: Camp Director and Camp Dietician

Qualifications: 21 years of age
Previous experience in food service management
Readiness and ability to adapt to camp work situation
Knowledge of the safe use of kitchen equipment
Knowledge of kitchen sanitary / safety requirements and procedures
Ability to delegate responsibility and organize time
Certification in food safety handling and preparation

Responsibilities:

1. Participate in pre-camp training
2. Comply with Personnel Policies
3. Maintain optimal sanitation and safety conditions in the kitchen, dining room, storage, and clean up areas at all times. Inspect areas daily.
4. Develop menus with Camp Dietician
5. Order and arrange for delivery of all food and kitchen supplies
6. Work with Camp Dietician to arrange for food donations
7. Record and inspect deliveries, storing all foods properly
8. Make schedules for food preparation, service, and clean up
9. Supervise all food preparation—delegate the various tasks for meal preparation between kitchen aides and yourself
10. Instruct or train kitchen aides in proper use of equipment, appropriate storage of food, acceptable sanitation and safety techniques, and necessary procedures for record keeping, menu adjustments, inventory control, and receiving purchases
11. Keep all records of deliveries, inventory, meals served, etc. accurate and current
12. Take daily inventory of food and supplies and orders
13. Work daily with Camp Dietician to revise menus to utilize leftovers or perishable items and to accommodate staff-changes, non-delivery of food, or special activities of campers
14. Use standardized recipes for preparation of all menu items
15. Report pertinent problems to Camp Dietician or Camp Director
16. Ensure that hair coverings and aprons are worn by all staff in the kitchen and that hands are washed by all employees when they enter kitchen – Proper food handling must be followed at all times
17. Schedule kitchen staff to ensure 2 hours off daily
18. Daily schedule opening and closing of kitchen ensuring that
 - a. The kitchen is left clean
 - b. Perishable food is properly stored
19. Ensure meals and snacks are served on time and food is available at designated areas for emergencies
20. At the end of camp, close kitchen
 - a. Inspect kitchen, see that it is left clean
 - b. Inventory and distribute kitchen supplies