

## **Job Description For The Food Service Manager / Head Chef**

### **Minimum Qualifications**

- Experience in a camp or institutional food-service setting Supervisory skills (must be documented).
- Ability to relate well to others.
- Experience as cook and/or assistant chef, preferably at a camp.
- Training and experience in cooking for large groups.
- Ability to work well with others at camp.
- Ability to prepare foods for special groups (i.e., people with eating disorders, diabetes, etc.) as needed.
- Knowledge of standards of food preparation, serving, and kitchen procedures.
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- College student or at least 21 years of age.

### **Responsible To**

Summer Director

### **Camp Goals**

To assist in every day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camp Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit.

Encourage individuality and creativity in staff and participants.

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences.

### **General Responsibility**

To plan, direct, and supervise camp's food service.

### **Specific Responsibilities**

- Maintain U.S. Department of Agriculture Food and Consumer Service required qualifications for program
- Hire and train kitchen staff.
- Supervise and coordinate activities of chefs, cooks, and food-service personnel.
- Supervise dish-washing program.
- Plan menus and utilize leftovers.
- Maintain time and payroll records.
- Supervise pantry and storeroom.
- Supervise preparation of food.
- Supervise food-service-employee housing areas.
- Approve orders, and help receive and store food and other supplies.
- Meet with other administrative staff as necessary.
- Participate in overall camp staff training.
- Estimate needs, order, receive, and store foodstuffs and supplies.
- Cook, trim, portion, carve, bake, etc. Portion meats, vegetables, salads, bread, deserts, etc.
- Supervise kitchen staff, cooking, cleanliness, and scheduling of personnel.
- Coordinate, and participate with, the cook and other kitchen personnel engaged in food preparation.
- Record quantities, types, and preparation methods of food served.
- Arrange with other kitchen supervisors for snacks, special events, and cleanliness.
- Evaluate current season and make suggestions for following season.

- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Essential Functions**

**Must be able to**

- Observe what needs to be done
- Communicate with staff
- Lift dishes to their storage location
- Use kitchen equipment safely
- Operate electrical and mechanical equipment
- Maintain appropriate inventory of food and supplies
- Operate dishwasher while maintaining appropriate temperature
- Determine cleanliness of dishes, food contact surfaces, and kitchen area
- Assess condition of food
- Has physical strength (to lift, load, unload, mop, repair, move food and supplies etc.)
- Relate to camper needs
- Keep neat, orderly and file records
- Assist campers or staff
- Get to remote locations on camp property quickly
- Observe and assess unsanitary or unhealthy conditions of camp
- Train kitchen staff
- Observe camper behavior
- Identify and respond to hazards
- Work with different age and skill levels
- Plan and conduct activity
- Assist campers in emergency (fire, evacuation, illness, or injury)
- Observe loading and unloading of buses and vans
- Possess strength and endurance required to maintain constant supervision of camp.

**WORK HOURS:** Work week will be from Sunday approximately 11:00 AM until Saturday after the campers depart around 1:00 PM. We will make every effort to give four 30 minute breaks during the day and one night off during the week. Hours to be worked are to be worked out between the executive director, the camp director, and the summer directors.

**All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday morning.**

**ON DUTY:** Two members of the leadership team will be on a roster on each night to monitor camp activity once campers have returned to their cabins.

**NIGHT OFF:** We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. Transportation to Rome just after dinner had finished for drop off. Pickup will be by 12:30 am so staff can make 1:00 am curfew. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

**I have read the above job description and understand my responsibilities.**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Date**

