

FOOD SERVICE DIRECTOR

DESIRED QUALIFICATIONS

- Must be 21 years of age or older and relate well to the public.
- Must be Certified Professional in Food Management and Handling Safety.
- Must be familiar with and adhere to health department policies and procedures, as well as ACA requirements.
- Must know and follow federal and state laws pertaining to kitchen equipment operation by minors.
- Possess current first aid and CPR certification.
- Possess managerial skills and experience in food preparation for large groups.
- Be flexible, creative, and resourceful.
- Have ability to select, train and supervise a full kitchen staff.

RESPONSIBLE TO THE CAMP MANAGER

CAMP GOALS

- To provide healthful, safe and well-balanced meals for camp staff, campers and guests.

GENERAL RESPONSIBILITY

- To direct in supplies ordering, meal planning and food preparation.
- Responsible for the total food service operation.
- Responsible for menu planning so that nutritious, palatable food, consistent with denominational standards, is served.

SPECIFIC RESPONSIBILITY

1. Plan weekly menus.
2. Order food and kitchen supplies, keeping a list of top suppliers.
3. Coordinate with assistant camp director for food needs during activities or on trips.
4. Oversee the dining hall host / hostess and placement of food at mealtimes.
5. Plan specific menus with a bi-weekly or tri-weekly cycle as an objective.
6. Supervise the cleaning and care of the kitchen and dining room.
7. Supervise food preparation and storage.
8. Operate within the food service budget.
9. Train and supervise kitchen personnel.
10. Oversee and assign kitchen staff to help unload deliveries.
11. Pick up from town and needed supplies.
12. Schedule and coordinate days off for kitchen staff.
13. Be a member of the camp administrative council.
14. Work with program director in preparation for teen banquet.
15. Maintain proper food and storage temperature for various food types as well as proper dishwashing procedures.

ESSENTIAL FUNCTIONS

Must have ability to make trips into town for supplies, be responsible for the preparation of healthful foods, and oversee the entire operation of the camp kitchen.