

FOOD SERVICE ASSISTANT DIRECTOR

DESIRED QUALIFICATIONS

- Must be 21 years of age or older.
- Ability to get along well with others and relate well to the public.
- Must be Certified Professional in Food Management and Handling Safety.
- Must be familiar with and uphold health regulations as well as ACA requirements for food service.
- Must know and follow federal and state laws pertaining to kitchen equipment operation by minors.
- Must possess current First Aid and CPR certification.
- Possess good leadership skills.
- Have experience in cafeteria food preparation.
- Be flexible, creative, and resourceful.
- Have ability to supervise a full kitchen staff.

RESPONSIBLE TO THE FOOD SERVICE DIRECTOR

CAMP GOALS

- To assist in providing healthful and well-balanced meal planning and food preparation.

GENERAL RESPONSIBILITY

- To assist the food service director with meal planning and food preparation.
- To supervise kitchen staff in the preparation and service of meals and maintain cleanliness and sanitary condition in the kitchen.

SPECIFIC RESPONSIBILITY

1. Assist in planning weekly menus.
2. Assist with food and supply ordering and receiving
3. Assist the food service director in coordination with needs for activities.
4. In the absence of the food service director, oversee the dining hall host / hostess and preparation and serving of food at mealtimes.
5. In the absence of the food service director, supervise the cleaning and care of the kitchen.
6. Assist with supervision of food preparation and storage.
7. Help the food service director to operate within the food service budget.
8. In the absence of the food service director, supervise kitchen personnel.
9. Pick up from town any needed supplies as directed by the food service director.
10. Assist the food service director with scheduling days off for kitchen staff.
11. Assist the food service director with preparations for teen banquet.

ESSENTIAL FUNCTIONS

Must have ability work well with others, to make trips into town for supplies, be responsible for the preparation of healthful foods, and oversee the operation of the camp kitchen in the absence of the director.