Crooked Creek Christian Camp

Job Description

Position: Food Service Manager

Responsible to: Executive Director

Position time: Part-time as needed during September-May

 Full-time during June-August

 Consideration for year-round full-time work is possible, but requires additional duties

 and responsibilities.

Qualifications:

1. General

 a. Committed to Christian service within the camp setting.

 b. Flexible to the ebb and flow of a camp operation.

 c. Knowledge of computers for email, Word, and Excel use

 d. Ability to manage and train kitchen staff

2. Food Service

a. Experience in food preparation and managing menu creation for group sizes of

 10-100 or more people

 b. Ability to complete and retain sanitation certification

 c. Serve people by offering great hospitality in the camp/retreat setting

 3. Physical

 a. Ability to stand and be on your feet for long periods of time

 b. Ability to work non-traditional hours including early mornings and/or late

 evenings, weekends and holidays

Primary Duties and Responsibilities:

 1. Menu planning and meal service

 a. Prepare menus that are healthy and consider the dietary needs of guests and

 campers (i.e., allergies, vegetarian, etc.)

 b. Plan menus for various size retreat groups (10-100 people)

 c. Prepare tasty meals for guests including homemade food and serving in

 attractive ways

 2. Food ordering and purchasing

 a. Compare prices and food quality from various food vendors

 b. Purchase food at best price and quality

 c. Maintain working inventory of food and/or supplies

 3. Supervise kitchen staff

 a. Oversee and train other kitchen staff as needed

 b. Plan work shifts and schedule workers as needed for Lodge kitchen throughout

 the year and Pavilion kitchen during summer camps, including scheduling

 volunteers

 4. Health Department

 a. Maintain high cleanliness standards for kitchen(s) to meet health department

 specifications

 b. Coordinate regular cleaning of kitchen(s) after use (weekly/monthly/yearly)

 5. Summer Camp

 a. Prepare kitchen in spring for summer camp use at Pavilion

 b. Plan menus of healthy meals for summer camps

 c. Collaborate with Program Director including special meals such as campfire or

 cookout

 6. Contribute to the success of the Crooked Creek Christian Camp team and mission

 7. Other tasks or duties that may be requested by Executive Director