

GSCSNJ SUMMER CAMPS

Job Description

Job Title: **Kitchen Manager**
Classification: Exempt (Seasonal)
Reports to: Camp Director
Location: Camp Inawendiwin

Position Purpose:

The Kitchen Manager directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

Essential Job Functions:

1. Manage the daily operations of the camp food and dining service.
 - ♦ Oversee the planning, preparation and cooking of nutritionally balanced camp meals, snacks, and pack-out food.
 - ♦ Ensure the service of camp meals through directing the work of other employees.
 - ♦ Ensure safe and efficient preparation and serving of camp meals.
 - ♦ Coordinate menu planning for cookouts and overnights.
2. Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
 - ♦ Maintain inventory of food and household supplies.
 - ♦ Order food and kitchen supplies consistent with menus and enrollment counts.
 - ♦ Maintain high standards of cleanliness, sanitation, and safety.
 - ♦ Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
 - ♦ Inspect equipment and ensure equipment is repaired as necessary.
 - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
3. Manage all administrative and human-resource functions with regard to kitchen employees.
 - ♦ Monitor employee performance and training.
 - ♦ Supervise the work of kitchen staff.
 - ♦ Provide ongoing feedback and guidance to kitchen staff.
 - ♦ Provide recommendations and concerns to Camp Director.
 - ♦ Complete mid-summer and end-of-summer evaluations of kitchen staff.

Other Job Duties:

1. Opens the kitchen prior to camp, necessary cleaning and organization for pre-camp Health Department inspection.
2. Attends all trainings and staff meetings before and during the camp season.
3. Adheres to all GSCSNJ council policies and procedures.
4. Observes all safety precautions and compiles with all GSCSNJ council health and safety rules and procedures.
5. Participates in all camp activities, planning and leading those as assigned.
6. Maintain open communication with all camp staff members.

Qualifications:

- ♦ Must be at least 21 years old.
- ♦ Current NJ Food Handler's Certification or equivalent education.
- ♦ At least 2 years of experience in a supervisory role.
- ♦ First Aid/CPR certification preferred.
- ♦ Valid drivers' license, proof of insurance and access to reliable transportation. Daily and/or occasional travel may be required.
- ♦ Experience in institutional or large food service setting.
- ♦ Knowledge of and/or experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ Will be evaluated weekly with five-minute feedback and/or skills verification checks.
- ♦ Will be evaluated mid-way through the camp season, and again at the end of the camp season.
Evaluation will help determine the potential for re-hire the following year.

Knowledge, Skills, and Abilities:

- ♦ Knowledge of current health and safety laws and practices is essential.
- ♦ Knowledge of and experience in preparation of special dietary foods.

Physical Aspects of the Job:

- ♦ Ability to effectively communicate orally and in writing.
- ♦ Physical ability to lift and carry 50 pounds.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to safely and properly use kitchen equipment.
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.

Employee Printed Name

Employee Signature

Date

Director Printed Name

Director Signature

Date