
SEASONAL JOB DESCRIPTION

CATHOLIC YOUTH CAMP – SUMMER, 2012

FOOD SERVICE MANAGER/HEAD COOK

Reports To: Executive Director

Date: Spring, 2012

General Function:

The Food Service Manager/Head Cook is responsible for the planning, direction, management and supervision of the camp's food service and food service personnel.

Specific Responsibilities:

- 1) Inventory, estimate needs, order (within budget), unload and store food and supplies.
- 2) Oversee and participate in preparation of food for all meals.
- 3) Supervise and schedule food service staff.
- 4) Assist in preparing pack outs for off-camp trips.
- 5) Plan balanced meals that meet accepted dietary and nutrition standards and are received well by campers and staff.
- 6) Maintain a sanitary food service area that consistently meets or exceeds prescribed health standards mandated by local, state, federal and American Camping Association standards.
- 7) Maintain a sanitary food storage, handling and preparation practices that consistently meet or exceed prescribed health standards mandated by local, state, federal and American Camping Association (ACA) standards.
- 8) Provide training, monitoring and evaluation of food service staff in the proper sanitary food storage, handling and preparation practices.
- 9) Evaluate food service program at end of season and make appropriate suggestions to improve the program.
- 10) Complete paperwork necessary for the participation in the USDA milk program.
- 11) Participate in all-camp events as possible.
- 12) Attend all staff meetings.

Qualifications:

- 1) At least 21 years of old.
- 2) Experience and/or training in institutional food service management.
- 3) Knowledge of local, state, federal and ACA mandates and standards relative to all aspects of food service.
- 4) Ability and knowledge in the safe and proper operation of food service equipment.
- 5) Ability to lift and maneuver up to 30 lbs.
- 6) Excellent communication and teamwork skills.
- 7) Supervisory skills and experience preferred.