

JOB RESPONSIBILITIES
KITCHEN MANAGER



RESPONSIBLE TO: Support Team Leader

RESPONSIBILITY: To achieve camp goals with major responsibility to prepare the planned menus, check inventory, order supplies, supervise personnel, complete sanitation procedures, and control all operations of the kitchen. Assist in other areas of camp organization as requested.

MINIMUM QUALIFICATIONS:

- Must be 19 years or older
- Must have a current Tine Test
- Must have experience in food service
- Must have ServSafe certification or training in similar field
- Must know the New York State Health Department Regulations and ACA requirements
- Must have experience in managing large inventory and budget
- Must have experience in supervising multiple personnel
- Must have emotional and spiritual maturity
- Must agree with statement of Christian conduct, spiritual standard, and statement of faith

ESSENTIAL FUNCTIONS:

1. 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.
 - a. Maintain inventory of food and household supplies.
 - b. Order food and kitchen supplies consistent with menus and enrollment counts, staying within the budget.
 - c. Maintain high standards of cleanliness, sanitation, and safety and supervise staff to ensure standards are met by all.
 - d. Coordinate cleaning and maintenance of all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
 - e. Inspect equipment and ensure equipment is repaired as necessary.
 - f. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
2. Manage the daily operations of the camp food and dining service.
 - a. Oversee of nutritionally balanced camp meals, snacks, and pack-out food from the planned menu.
 - b. Ensure the service of camp meals through directing the work of other kitchen staff.
 - c. Ensure safe and efficient preparation and serving of camp meals.
 - d. Comply with all NYSDOH codes and ACA regulations and supervise staff to ensure compliance.
 - e. Prepare foods that taste good and offer a pleasing presentation.
3. Supervise and coordinate kitchen staff and volunteers.
 - a. Train and supervise seasonal kitchen staff and volunteers.
 - b. Train camp staff and kitchen aides in their kitchen responsibilities.
 - c. Plan and assign tasks to kitchen staff and volunteers.
4. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and staff by placing a priority on the health of your spiritual walk.
 - c. Make every effort to be a constructive staff member, contributing in every way possible to the health, harmony, and happiness of the Cedarbrook family group and to the accomplishment of the mission, goals, and objectives of Camp Cedarbrook in the Adirondacks

PHYSICAL ASPECTS OF THE JOB:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Ability to lift and carry 30 pounds including unloading food, supplies, and equipment as needed.

- Physical ability to operate kitchen equipment according to safe, recommended methods.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to assess condition of food.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).

OTHER JOB RESPONSIBILITIES:

- Participate in training during pre-camp and in-service training during camp
- Participate in formal and informal performance appraisal given by your supervisor
- Participate in staff meetings
- Assist in other camp duties as needed