

ALL SAINTS CAMP of the UOC of USA

Job Description – Food Service Manager/Head Cook



Job Title: **Food Service Manager/Head Cook**

Classification: **Exempt**

Reports to: **ASC Camp Manager**

Position Type: Combination Seasonal/Contract

Compensation: Competitive Wages

Position Purpose:

The Food Service Manager/ Head Cook directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping. Ensures nutritious, well-prepared meals are served to all campers, staff, and quests.

Essential Job Functions:

1. Manage the daily operations of the camps food and dining service requirements.
 - Oversee the planning and preparation of nutritionally balanced camp meals and snacks.
 - 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 user groups as directed.
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 areas used for food service, 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.
 - Assist with interviewing and hiring of cooks and all kitchen staff.
 - Plan, coordinate, schedule, and supervise the work of other food service staff.

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4. Assist in the daily operations of the camp's food service.
 - Prepare and cook food as the menu indicates utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies.
 - Prepare foods including washing and peeling.
 - Store food and leftovers at proper temperature.

5. Assist in routine sanitation of the kitchen and related equipment. • Clean and maintain all food-preparation and storage areas.
 - Supervise the cleaning of preparation and serving dishes and utensils.
 - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.

6. Work as a member of a food service team.
 - Coordinate schedule and job tasks with other cooks and kitchen assistants.
 - Assist with supervising or directing the work of the kitchen assistants.
 - Provide kitchen training as needed for employees.
 - Assist with receiving/storing food orders per requirements.
 - Maintain a polite, courteous, and professional demeanor at all times to provide quality customer service to encampments.
 - Maintain a clean and professional physical appearance.

Other Job Duties:

1. Seasonal set up and cleanup of ASC kitchens and related food holding/serving areas, including food supplies and equipment as directed by the ASC Camp Manager.

2. The beginning of season setup will include, but is not limited to, menu planning, ordering food stock and supplies, set-up and cleaning of all kitchens related areas and equipment at ASC, verify working condition of all kitchen equipment at ASC, stocking and labeling food stock and supplies.

3. The end of season clean-up will include, but is not limited to, end of season inventory, movement of food items to off season storage location, cleaning/winterizing of kitchen and related food holding/serving areas along with all kitchen equipment.

4. Follow and adhere to all ASC policy and procedures as provided.

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Relationships:

1. Cooks have a designated relationship with the ASC Camp Manager and through them may relate directly or indirectly to program staff and counselors related to integration of the food service in the mission and program goals of the camp. Cooks will often have direct communication with the health director (nurse) related to dietary needs of campers and staff.
2. ASC requests no fraternization between staff members and/or encampment guests.

Equipment Used:

Cook should be able to use stove, oven, griddle, convection oven, warmer, mixer, food slicer, dishwasher, kitchen utensils, microwave oven, and electric coffee makers, computer & printer (for menu preparation).

Qualifications:

- Experience in institutional or large food service setting.
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.
- Must hold or obtain certification/licensure for operating a kitchen in the camp's jurisdiction and/or Certified Food Safety Handler Certification.
- Ability to work within a budget and purchase supplies efficiently.
- Provide and/or submit for appropriate background checks as required by ASC Policy and PA State Requirements.
- Experience in supervision.

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.
- Knowledge of food service sanitation.

Physical Aspects of the job:

- Ability to lift and carry 50 pounds including unloading food, supplies, and equipment as needed.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- 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).

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- Determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to assess condition of food.

Additional Benefits:

- On-campus housing when needed(as arranged with ASC Manager) Housing is not provided for position unless place of residence is more than 35 miles from All Saints Camp.
- Daily meals provided while in season (partially when in off-season)
- 24/7 Access to mini-kitchen and Food Services Cabin
- Pet-friendly with arrangement of ASC Manager
- Use of pool on off-time with approval of ASC Management

Questions or inquiries should be made to:

Josh Oryhon – All Saints Camp Manager
josh@allsaintscamp.org