

**JOB DESCRIPTION**

JOB TITLE: Food Services Director

REPORTS TO: Site Director

DATE: 7-25-2016

POSITION SUMMARY:

The individual assigned to this position is responsible for the planning and preparation of all meals and all general kitchen and dining room operations.

ESSENTIAL QUALIFICATIONS:

* Must profess Jesus Christ as your personal Lord and Savior, profess a personal relationship with Him and be able to actively participate in the ministry of Big Sandy Camp according to its mission statement.
* Must adhere to the lifestyle and Godly principles of the Christian and Missionary Alliance.
* Must be free from addiction of any sort.
* Must conduct their personal and professional lives in a God pleasing manner. Reflects scriptural standards in all aspects of morality, business, financial and family matters.
* Must be able to effectively communicate in English, both orally and in writing.
* Must possess or be able to obtain a valid Minnesota driver’s license.
* Must pass a criminal background check.
* Thorough ability, knowledge and experience in the operation of commercial kitchen equipment, utilities and facilities.
* Must possess or be able to obtain required food service credentials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must maintain spiritual, physical, and emotional health.
2. Must be responsible to maintain discipline in their personal life and spiritual life.
3. Attends all required meetings and maintains harmonious, Christ-like working relationships with co-workers.
4. Creates, maintains and nurtures an atmosphere in the kitchen that supports and advances the programming and mission of Big Sandy Camp.
5. Must be able to work independently and manage his/her personal and professional schedule in accordance with the demands of the camp schedule.
6. Ensure the safe, effective, efficient and proper operation of all kitchen equipment including but not limited to ovens, mixers, stoves, refrigerators, freezers and dishwashers according to state, county and local codes.
7. Properly plans, orders, stores and prepares meals for all sizes and ages of camp guests.
8. Estimates and anticipates food consumption and required inventory.
9. Schedules, organizes and maintains inventory of kitchen equipment, supplies and foods.
10. Ensures the quantity, quality and safety of all meals, food products and related supplies.
11. Schedules, supervises and coordinates all activities of food service workers and volunteers.
12. Responsible to maintain and ensure the cleanliness of the kitchen.
13. Responsible for the oversight of all kitchen staff in the proper use of kitchen and/or food handling attire and instruction in hand washing.
14. Responsible for taking part in hiring and supervising of kitchen staff.
15. Regularly communicates with the Site Director regarding food service needs and desires.
16. Attends all required meetings and maintains harmonious, Christ-like working relationships with co-workers.
17. Makes recommendations for the upkeep, maintenance and replacement of all kitchen facilities.
18. Prioritizes kitchen maintenance projects and plans for futures projects.
19. Ensures the kitchen operates in an environmentally conscious manner.
20. Must be familiar with local, state and OSHA guidelines for kitchen facilities and make efforts to comply with them.
21. Directs and provides oversight to the housekeeping/custodial staff as the kitchen area is cleaned.
22. Assigns kitchen details and projects to volunteer groups. Ensures that volunteers have the necessary skills, manpower, time and equipment to accomplish a given task.
23. Secures and maintains a personnel back-up plan in the event he/she is not available.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Serves as an integral part of the camp’s full time staff.
2. Ability to prepare quality meals for large numbers of guests.
3. Ability to manage and lead kitchen staff and volunteers.
4. Ability to explain and demonstrate the operation of kitchen machinery and equipment to subordinates and/or volunteers.

OTHER RESPONSIBILITIES:

* Periodically works in other departments as directed and displays a willingness to serve any and all campers that come to Big Sandy Camp.
* Duties may include but are not limited to food service, preparation and clean-up, group hosting and other duties as assigned or needed.
* If living in camp provided housing, Normal light maintenance and upkeep of the home and yard is expected. Camp materials and tools are provided.
* In terms of personal hygiene and clothing, presents themselves to guests in an accepted and appropriate manner as directed.