

Food Service Manager

MINIMUM QUALIFICATIONS:

- Experience as cook or assistant cook, preferably at a camp or youth service facility.
- Training and experience in cooking for large groups.
- Ability to work with others, especially in a supervisory capacity.
- Knowledge of standards of food preparation, serving, and kitchen procedures.

RESPONSIBLE TO: EXECUTIVE DIRECTOR

CAMP GOALS:

- The goal of 4-H Camp Ohio is for all campers to grow in appreciation and knowledge of themselves, their relationship to other campers, staff and adults, and all life forms with which they share the natural environment.
- Our goal in food service is to provide appealing, nourishing, balanced meals in a friendly atmosphere.

GENERAL RESPONSIBILITIES:

- Collaborate with preparation, cooking, and serving of meals.
- Train kitchen staff.
- Participate in overall camp training.
- Plan menus for each group from registrations.
- Conduct twice-weekly inventories for food and supplies.
- Place twice-weekly orders for food and supplies.
- Prepare food preparation sheets for each day.
- Check food shipments and deliveries against orders and invoices.
- Supervise food and kitchen supply storage and stocking of shelves.
- Supervise kitchen staff, cooking, cleanliness, and scheduling of personnel.
- Supervise preparation, packaging and distribution of food for cookouts, snacks, and special events.
- Enforce health and cleanliness standards of Licking Co. Health Dept., ACA and 4-H Camp Ohio.
- Keep accurate records of food and milk purchases and use in accordance with the government milk and commodity programs.
- Evaluate current season and future needs.
- Conduct weekly in-service trainings for kitchen staff as necessary.
- Fill in for cook when necessary.
- Supervise total kitchen operation and deal with day-to-day problems (i.e. personnel, food shortages, menu changes and questions regarding kitchen).
- Deal with requests for alternate meals for food allergies, vegetarian meal preferences, and other special needs.
- Plan alternate meals for staff lunches (not regular menus).
- Conduct regular evaluations of all kitchen staff.
- Regularly monitor kitchen staff on the job.
- Regularly monitor dish room procedures.
- Monitor cleanliness of dining room, back porch, BBQ pit, recyclable shed, kitchen, storage areas, coolers, freezers, and perimeter of building; maintain same in good condition.
- Set and monitor break times for all kitchen and dish room staff.
- Assist with supervision of table-setters.
- Assist with first meal procedures (dish speech) to make positive first day experience for all groups.
- Coordinate Board lunches, committee meeting lunches and special event meals.
- Assist in implementing food service committee meetings.
- Plan for and monitor of, and fair distribution of, leftover food.

- Create and implement extra jobs list for dishwashers.
- Coordinate cleaning days for kitchen and other facilities.
- Coordinate with facility/program staff in unloading / hauling / check-in of food supply deliveries.
- Act as a liaison with Licking County Health Department to comply with county regulations.
- Conduct weekly kitchen staff meetings.
- Attend weekly administration staff meetings.
- Work with Food Service Committee to evaluate menus for nutritional value.
- Perform other such duties as assigned by the Executive Director.

ESSENTIAL FUNCTIONS:

- Must be able to lift/unload/move food cases and supplies.
- Must be able to lift dishes and food to storage locations.
- Must be able to lift food preparation containers (roasters, kettles, etc.) to and from stovetop and stack ovens.
- Must be able to use kitchen equipment safely including electrical and mechanical equipment.

(Revised 02/2016)