

CAMP SUSQUEHANNOCK INC.

Job Description

Job Title: **Assistant Food Service Manager**

Reports to: **Food Service Manager and Camp Director**

Position Purpose:

The Assistant Food Service Manager helps direct the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping. Must also be able to cook.

Essential Job Functions:

1. Help manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and dining room.
 - ♦ Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and pack-out food.
 - ♦ 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. Help 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, 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. Help manage all administrative and human-resource functions with regard to kitchen and dining room 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.

Relationships:

Assistant Food Service Managers have a designated relationship with the maintenance department to assist in the proper and efficient operation of all kitchen appliances. Identification of the relationship between the Assistant Food Service Manager and the Program Staff is important to ensure the integration of the food service in the mission and program goals of the camp.

Qualifications: *(Minimum Education and Experience)*

- ♦ 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 current certification or licensure for operating a kitchen in the camp's jurisdiction.
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ 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.

Physical Aspects of the Job:

- ♦ Ability to effectively communicate orally and in writing.
- ♦ Physical ability to lift and carry 50 pounds.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to safely and properly use kitchen equipment.
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.