**Camp Chestnut Ridge**

***Job Description***

Job Title: **Food Services Director**

Reports to: **Center Director**

Position Purpose:

The Food Services Director directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, presentation, and record keeping. The Food Services Director is also responsible for designing a food service program that complements and affirms the camp’s overall mission.

Kitchen Philosophy:

The kitchen at Chestnut Ridge is committed to preparing made-from-scratch meals using fresh, whole and natural ingredients. We aim to serve food that promotes the health of our bodies and the environment. We also support local farmers and businesses by cooking seasonally. Over 50% of the annual food purchases are sourced locally.

Food Service Frequency and Volume:

We typically serve buffet style or family style, which means we are making large quantities of limited dishes.

* Mid-May through August – During the summer we serve meals Sunday through Friday, 3 meals a day. Approximately 150 people per meal.
* September through Mid-May – Meal service occurs mostly on the weekends, typically Friday dinner through Sunday lunch. We sometimes have mid-week meals for school groups in the fall and spring, but not every week. Numbers can vary from small groups of 20 to groups of 150.

Essential Job Functions:

1. 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 the food service staff.
* Ensure safe and efficient preparation and serving of camp meals.
* Coordinate menu planning for summer camp and other user groups.
* Oversee food quality to maintain high standard of excellence.

1. Oversee the inventory and ordering of food, equipment, and provisions and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.

* Maintain inventory of food and provisions consistent with budget requirements.
* Order food and provisions consistent with menus and guest numbers.
* Maintain high standards of cleanliness, sanitation, and safety of all food-service areas, including kitchen, dining hall, storage, and kitchen recycling pursuant to health codes.
* Inspect equipment and ensure equipment is properly maintained and repaired as necessary.
* Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
* Coordinate with the Farm Manager to know what produce and meat the Community Farm will be providing to the dining hall throughout the year, and incorporate these items into the seasonal menu.

1. Manage all administrative and human-resource functions with regard to kitchen and dining room employees.

* Interview and hire all food service staff.
* Monitor employee performance and training.
* Train food service staff in Safety, Sanitation and Food Handling Rules
* Plan, coordinate, schedule, and supervise the work of the food service staff.
* Oversee interactions of food service staff with guests to maintain high standard of excellent guest relations and customer service.
* Mentor, instruct, train, assign tasks to summer camp counselors helping in the kitchen.
* Seek to maintain positive, fun, professional atmosphere in the kitchen.

1. Design a food service program that complements and affirms the camp’s overall mission.

* Create menus and programs that meet our missional goals of providing local, sustainably grown, nutritious food.
* Source products through distributers, local producers, and donations that best meet our missional goals.
  + Maintain current relationships with local farmers and vendors while seeking new relationships in the community.
* Design a program that increases awareness of our missional goals within food service to our guests and campers.
* Encourage guests and campers to try new and healthy foods. Inform them of the way in which the food meets our missional goals.

Other Key Duties:

* Contribute to strategic discussions on guest services, budget development, and capital planning.
* Participate in weekly leadership team meetings.
* Assist in special event planning as it relates to food service including, but not limited to, wedding receptions, fundraising dinners, daddy-daughter dance, staff reunions, Open House, etc.
* Host meals for retreat and school groups
* Other duties as assigned

Qualifications: *(Minimum Education and Experience)*

* Experience in large scale food service setting.
* Willing to serve at a Christian camp.
* 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 be able to acquire certification in Serve Safe.
* Ability to work within a budget and purchase supplies efficiently.
* Experience in staff supervision.
* Experience using whole ingredients to make food from scratch.

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 local, sustainable food and its impact on the environment.

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.
* Ability to safely and properly use kitchen equipment**.**
* Ability to provide first aid and to assist campers and staff in an emergency.
* Willingness to live in a camp setting and work irregular hours (including weekends and some evenings) delivering program in the facility available.

*\*Performance reviews will be conducted annually. Performance will be evaluated based on the overall quality of the food service and its ability to help fulfill the mission of the camp.*

**I have reviewed my job description and agree to perform all duties mentioned to the best of my abilities. I understand that my job duties may change as the needs of the organization change. I further agree to notify the Center Director if I am unable to perform any of my job duties in a timely manner.**

**Food Services Director (Print Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Food Services Director (Signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**