



## MINISTRY DESCRIPTION

**POSITION:** Food Service Manager

**RESPONSIBLE TO:** Camp Director

## GENERAL QUALIFICATIONS:

- A born again, committed Christian who has a genuine love for the Lord and demonstrates a consistent walk with Him.
- Supports and champions Rock Mountain Bible Camp and Arrowhead Ministries' philosophy of ministry in word and practice.
- Seeks to actively support other entities within Arrowhead Ministries in word and practice.
- A member in good standing of, or pursuing membership in, a local church that is in agreement with the RMBC statement of faith.
- Committed to biblical discipleship.
- Demonstrates a servant attitude (*puts the needs of others above self*).
- Strong desire to work in vocational ministry; views role as a ministry rather than a job.
- Possesses good communication skills and relates well to others.
- Inspire employees by personal example to set and attain goals and pursue excellence in their work.

## JOB RELATED QUALIFICATIONS:

- High-School diploma, or equivalent.
- Strong desire for excellence.
- 5+ years of food service experience in a camp or institutional setting.
- Ability to prioritize multiple tasks within given guidelines and follow-through.
- Ability to be flexible; perform needed tasks outside area of direct responsibility.
- Proficient with computers.
- Ability to adapt to changing work conditions.
- Ability to perform physical tasks (i.e. ability to lift/carry/move 50 lbs).
- Ability to manage their time well, takes initiative for needed tasks.
- Competent in food service industry and food safety best practices.
- Maintain ServSafe certification, and attend regular opportunities for training and skill development.

## GENERAL RESPONSIBILITIES:

- Manage all Food Service operations. (Menu Planning, Food & Supply Ordering, Food/Supply Storage, Meal Preparation, Meal Service, Kitchen/Dining Room Cleaning)
- Manage all year-round and seasonal kitchen staff.
- Maintain open communication with other staff with any information that is related to their area of responsibility.
- Develop an ongoing system of evaluation for food service operations.
- Develop and maintain a resource file for all menu and food service ideas.
- Attend the regular trainings and professional development conferences (CCCA, etc.)
- Assist in other areas of camp as needs arise & schedule permits.

## **SPECIFIC RESPONSIBILITIES:**

### **ADMINISTRATIVE**

- Develop and maintain menus that provide high-quality food service to campers, guests, & staff.
- Order and maintain appropriate food & kitchen supply inventories.
- Develop and maintain all food service related files (physical and digital).
- Use all RMBC communication systems (Google Calendar, Profile Sheets, etc) to ensure a detailed understanding of camp events.
- Exhibit stewardship, sourcing the best quality food products for the least cost possible.
- Respond in a timely manner to any guest/camper food-related concerns; provide meal alternatives as necessary/requested/available.

### **FOOD SERVICE RESPONSIBILITIES:**

- Prepare, serve, and cleanup delicious and plentiful meals.
- Maintain high standard of cleanliness in the food preparation, storage, and service areas.
- Assist with clean up of kitchen.
- See that all leftovers are put away and marked appropriately.
- Clean counters, ovens, and stoves daily.
- Schedule routine deep-cleaning of all areas of the kitchen, and kitchen equipment.
- Work with Maintenance Manager to address any equipment maintenance needs.
- All areas of the Kitchen/Dining Room must be clean and setup to serve prior to events, retreat, or camps.

### **KITCHEN STAFF RESPONSIBILITIES**

- Manage the assistant cook(s), seasonal staff, and volunteers assigned to the kitchen and dining room.
- Work with the Camp Director in hiring/scheduling part-time and full-time Assistants.
- Work with Program Manager in hiring/scheduling seasonal Kitchen Helpers.
- Work with Guest Service Manager in training seasonal Service Supervisors (Kitchen & Dining Room).
- Collaborate with the Camp Director, Guest Service Manager, Program Manager, and Maintenance Manager to plan and implement discipleship and mentoring strategies within the year-round and seasonal staff.

### **FACILITY RESPONSIBILITIES:**

- Assist in camp clean up during non-summer months (September to mid-June).
- Assist Guest Service Manager with Lakeview & Pickering Lodge housekeeping.
- Assist Guest Service Manager with Housekeeping supply inventories, storage/closet organization and stocking, & submitting orders as needed.
- Report all maintenance concerns/needs promptly to Maintenance Manager via Upkeep app, email, or phone.
- Oversee/ all Deep cleaning of Kitchen and Dining Room.
- Assist Guest Service Manager with deep cleaning of other areas of camp as needed.