

JOB DESCRIPTION – FOOD SERVICE MANAGER

JANUARY 2020

Primary Responsibilities: To plan, prepare, serve and maintain healthy food service for the guests of Sumatanga Camp & Conference Center. The Food Service Manager is responsible for food quality and timely preparation of all food to meet industry standards within a cost-effective kitchen operation. This will include preparing menus, finding the best vendors/providers of ingredients, detailed recordkeeping, hiring and training staff and maintaining all regulatory and compliance requirements/certifications. The Food Service Manager will lead a productive and positive work environment for the kitchen personnel as well as our guests, event coordinators and other staff members.

Reports to: Executive Director

Qualifications:

1. High School Diploma; college degree or some college preferred
2. Current ServeSafe Certification, or willingness to obtain immediately
3. Three (3) years of experience in an institutional food-service setting, i.e. school, hospital. Familiarity with camp kitchens especially during Summer Camp is preferred.
4. Strong communication skills and the ability to communicate effectively both verbally and in writing.
5. Strong organizational skills and the ability to multi-task, delegate and manage staff to complete all tasks.
6. Strong customer service skills and the ability to portray a positive image of the organization
7. Ability to work within a team environment supporting staff as needed to meet the goals of the organization
8. Ability to be detailed oriented and focused
9. Interested in learning new things and being creative, i.e. enhance our food service offerings
10. Ability to prepare documents in an efficient and timely manner with minimal errors. Advantageous to be proficient in Word and Excel as well as the ability to learn other software applications.
11. Ability to maintain confidentiality

Responsibilities: Under general supervision of the Executive Director, the Food Service Manager will:

1. Display genuine hospitality!
2. Document all positions, policies and procedures ensuring compliance with all health and safety guidelines and regulations.
3. Supervise and coordinate activities of cooking, serving (service personnel) and dish washing.
4. Understand meal costs and project change in food costs
5. Maintain comparative and competitive pricing on food. Purchase food and supplies wisely and utilize current inventory. Supervise receipt and appropriate storage of food and supplies.
6. Monitor pantry/storeroom and maintain accurate records of inventory. Ensure inventory is rotated.
7. Plan menus to meet various needs, i.e. age-related, allergies/sensitivities, special occasions.

8. In consultation with Executive Director, hire and provide ongoing training for staff. Maintain accurate time records and payroll reports
9. Ensure all equipment is functioning properly and serviced timely. Maintain records to meet ACA Requirements and other regulatory entities.
10. Maintain and make readily available detailed records including employees, inventory, equipment as well as meals serviced to guests (by date/by group/by meal-type) and meals served to staff (by date/by meal-type).
11. As a member of the Sumatanga management team, attend staff meetings and event coordinator planning meetings. Actively contribute with a positive attitude and willingness to serve.
12. Must be able to lift, unload and move food and supplies; lift dishes to their storage locations; use kitchen equipment safely; operate dishwasher with appropriate temperature; and maintain utmost cleanliness of dishes, food contact surfaces and cooking areas.

Performance/Success Factors:

1. Be punctual to work and other related functions; complete work in a timely, accurate, and thorough manner; conscientious about assignments and be able to prioritize daily tasks and events.
2. Must be a self-starter able to work both independently and within the framework of a team.
3. Ability to receive guidance with respect to general objectives, tasks and projects assigned
4. Ability to design and execute methods, work sequence, scheduling and processes to achieve objectives of assignments operating within specific policy guidelines.
5. Provide leadership to others through example and sharing of knowledge/skill.

Food Service Manager will be a full-time position with flexible work-hours depending on the season and activity on campus. Food Service Manager will provide his/her own personal health insurance. Additional benefits include personal meals when groups are using kitchen and use of camp recreational equipment when available.

References and background check will be required.