



Camp Fire Heart of Iowa Job Description

POSITION: Food Service Manager | Camp Hantesa
CLASSIFICATION: Seasonal (Full-time)
REPORTS TO: Camp Director
SUMMER SEASON: May-August

JOB SUMMARY: Directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, personnel management, customer service, and record keeping.

QUALIFICATIONS:

1. Must be 21 years of age or older.
2. Must be able to pass a criminal background check.
3. Valid driver's license and clean driving record.
4. Experience in institutional or large food service setting.
5. Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, health and safety laws and practices, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.
6. Knowledge of and experience in preparation of special dietary foods.
7. Must have current ServSafe certification.
8. Experience working with youth of diverse backgrounds and abilities preferred.
9. Strong leadership, communication, and decision-making skills.
10. Ability to work with children and teens in an enthusiastic and positive manner.
11. Ability to establish and maintain positive working relationships.
12. Good character, integrity, patience, and adaptability.
13. Have, or have the ability to complete during staff training, First Aid/CPR certifications.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties.
2. Ability to speak and hear.
3. Significant sitting, standing, walking, and physical activity.
4. Significant amount of time spent outdoors.
5. Ability to lift and carry fifty (50) pounds.
6. Ability to constantly interact with the public in a professional manner.
7. Ability to perform professionally in stressful situations.
8. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) all day in all climates.
9. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
10. Physical ability to respond appropriately to situations requiring first aid/CPR. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).
11. Eye-hand coordination and manual dexterity to manipulate kitchen equipment.
12. Determine cleanliness of dishes, food surfaces, and kitchen area.
13. Ability to assess condition of food.

ESSENTIAL 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 other employees.
 - Ensure safe and efficient preparation and serving of camp meals.
 - Coordinate menu planning for user groups as directed.
2. 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. Manage all administrative and human-resource functions with regard to kitchen and dining room employees.
 - Monitor employee performance and training.
 - Plan, coordinate, schedule, and supervise the work of other food service staff.
4. Be a positive role model for youth in language, dress, behavior, and attitude.
5. Communicate any staff or camper concerns to the Administrative Team.
6. Manage personal time off in accordance with camp policy.
7. Perform other duties as assigned by the Administrative Team.

PAY: \$700-\$1,050/week depending on experience, prorated as needed for requested time off. Room and board included, if desired.

APPLICATION PROCESS: Apply online at www.campfireiowa.org.

OUR COMMITMENT: Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.