



FOOD SERVICE DIRECTOR

2024 DATES: June 11 - August 5 (includes training, summer camp, & time-off periods).

2024 POSITION SALARY: \$775-875 per week for 8 weeks with the possibility of weekly or per diem employment through mid September.
Housing and Meals provided.

REPORTS TO: Camp Director

DIRECT REPORTS: Special Diets Coordinator, Kitchen Aides

PRIMARY RESPONSIBILITY: To oversee the purchasing and distribution of all food and beverages for the camp community, in and out of the dining hall.

MINIMUM QUALIFICATIONS:

- Be at least 21 years of age
- Knowledge of and experience with food service, including ordering, inventory, budgeting, food preparation, family-style and buffet style serving, cleaning, and industrial kitchen equipment (Experience serving at least 60 at a time is preferred)
- Ability to schedule and supervise staff; prior supervisory experience is preferred
- Current ServSafe certification, or willingness to obtain
- Ability to work within a budget and purchase supplies effectively
- Commitment to bringing the Camp Little Notch Mission to life

ESSENTIAL JOB RESPONSIBILITIES:

- Manage daily operations of the camp food service, including creation of meals that are nutritionally balanced, ensuring food is prepared in a safe and efficient manner, and food is served on time, in coordination with kitchen staff and other camp staff.
- Oversee all daily meal services, including breakfast, lunch, dinner, snacks and desserts.
- Supervise kitchen staff, including regular evaluation and feedback; complete mid-season and summer's end performance appraisals of kitchen staff; keep the Camp Director informed of kitchen staff performance, morale and conflicts.
- Schedule and implement the scheduling of all kitchen staff, including daily breaks.

- Oversee the daily inventory and weekly ordering of food, as well as any other necessary equipment and supplies. Ensure ordering remains in budget.
- Ensure routine maintenance, sanitation, and upkeep of the kitchen occurs throughout the camp season, maintaining high standards for cleanliness and safety.
- Ensure the dining hall is swept, mopped and sanitized at the end of each camp session.
- Ensure the gathering and divvying up of supplies for weekly unit pack-outs for dinner and breakfast, as well as other special meal requests such as bag lunch, overnight meals, snacks, off-camp trip meals, etc.
- Conduct daily checks of all camp refrigeration and freezer units, maintaining a log of observed temperatures; report any problems in a timely manner to the Camp Director or Property Manager.
- Promote the reduction of waste, re-use items, compost and recycle whenever possible.
- Prepare the kitchen for usage prior to the start of the camp season; communicate with the Camp Director about any facility needs prior to the start of camp sessions.
- Act as a leader and role model to fellow staff members through the following means:
 - Enthusiastic participation in all camp programming
 - Excellent customer service skills
 - A professional demeanor and positive, upbeat disposition
 - A consistent willingness to help others
 - Communicating with fellow staff members in a way that is positive and encouraging
 - Living the Values of Camp Little Notch
- Understand American Camp Association and NY State Health Department regulations and how they apply to assigned daily responsibilities. Ensure kitchen operations are always in compliance with these regulations.
- Assist with weekly camp clean up between sessions, to include sweeping, mopping, sanitizing, trash pick-up, etc.
- Assist in other camp duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work productively in a fast-paced environment.

PHYSICAL ASPECTS OF THE POSITION:

- Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
- Ability to traverse varying terrain while moving between activities.
- Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
- Endurance to meet emergency needs.
- Ability (and willingness) to live in a communal camp setting with adults and children while working irregular hours.

I acknowledge that I have read and understand this job description and have received a copy for my records.

Employee Name:		Date:	
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