

Job Title: Kitchen Coordinator for Silver Lake Camp and Retreat Center

Reports to: Food Services Manager/Program Director for Silver Lake Camp and Retreat Center

Department: Outdoor Ministries

Salary: \$3400 stipend

Housing: Included

Dates of Contract: June 16-August 28, 2024

Position Purpose:

Supervise team of Kitchen Staff to provide food and related services for summer program and staff. Work closely with the Food Services Manager to ensure camp kitchen meets all health codes. Act as liaison between the kitchen and the rest of camp.

Essential Job Functions:

1. Supervise Kitchen Staff Team.

- ◆ Supervise Kitchen staff and any rotating staff assigned to the kitchen
- ◆ Schedule staff members into a weekly rotation
- ◆ Train team in cleaning and disinfecting procedures, safe food handling, and safe equipment use
- ◆ Communicate and enforce safety procedures around the kitchen
- ◆ Perform pre, mid, and end of summer evaluations with each team member.

2. Keep camp kitchen in compliance with all applicable health codes.

- ◆ Manage staff schedules to ensure all areas are cleaned and disinfected daily.
- ◆ Be aware of and implement safety guidelines, including safe operation of all equipment.
- ◆ Become familiar with kitchen manual.
- ◆ Ensure that all areas of responsibility meet ACA standards.

3. Support Food Services Manager (FSM) to ensure smooth operation of kitchen.

- ◆ Inventory as needed and notify FSM of necessary ordering
- ◆ Assist FSM with ordering and receiving orders
- ◆ Assist FSM with tracking and preparing special diet meals
- ◆ Report needs and concerns to FSM as they arise
- ◆ Cook and bake, as required
- ◆ Respond to food service requests from Program Staff, Year-round Staff, campers, and guests
- ◆ Manage all food service-related activities in the absence of the FSM

4. Serve as a member of the Coordinator Team.

- ◆ Represent Kitchen needs and concerns at daily Coordinator Meeting
- ◆ Monitor and contribute to well-being of the staff community

- ◆ Support other Coordinators in their work
- ◆ Report any staff or program concerns to Program Director

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- ◆ Lead daily kitchen meetings and attend weekly full-staff meetings
- ◆ Participate in emergency drills
- ◆ Respond to emergencies
- ◆ Establish a positive and helpful environment, showing kindness to those we serve and the team
- ◆ Other duties as assigned

Relationships:

The Coordinator will work closely with the Food Services Manager to ensure the smooth and safe operation of the camp kitchen. The Coordinator will also work with the Program Director to create a healthy staff community and to support the summer camp program. The Coordinator will work in a team with the other Coordinators and will serve as a role model and mentor to the entire staff.

Equipment Used:

- ◆ Kitchen equipment, including but not limited to knives, meat slicer, mixers, ovens, grills, fryers.
- ◆ Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers
- ◆ Van or truck

Qualifications:

- ◆ Age 21 or older
- ◆ Working knowledge of State health laws pertaining to food service.
- ◆ ServSafe certification preferred.
- ◆ Experience in food preparation and service
- ◆ Supervisory experience.
- ◆ Valid US Driver's License.
- ◆ Satisfactory driving record.
- ◆ First Aid/CPR certification, or ability to obtain.

Physical Aspects of the Job:

- ◆ Ability to work for long periods of time without sitting.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to lift 50 pounds.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations

and emergency procedures, and apply appropriate behavior-management techniques.

- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- ◆ Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.