



POSITION: FOOD SERVICE MANAGER

Main Goals: Responsible for planning and oversight of the summer camp and retreat food service operations to support the ministry and programs in the West Ohio Camps so that guests are fed quality, healthy and attractive food that is prepared safely. Provide direction and supervision of kitchen staff and volunteers.

Complete other duties as assigned by the Camp Director.

Responsible to: Camp Director and WOC Director of Camping & Retreat Ministries

Desired Qualifications: Minimum age of 19 or out of high school for one year; prior experience in kitchen operation and supervision, preferably in a camp setting; Ability to work with and serve all ages of guests and staff.

Essential Functions: Strength and endurance to maintain working on your feet for 4-6 hour shifts; Ability to lift 40 pounds; Ability to coordinate menu, quality and quantity of food preparation and cleanliness of kitchen; Ability to operate electrical and mechanical equipment in kitchen; Ability to maintain appropriate inventory of food and supplies; Ability to supervise other kitchen staff in tasks listed above; Ability to demonstrate a positive role model for campers and staff. Safety awareness should be followed at all times.

Key Result Area: Personal Preparation

Sub-Goal: Acquire a knowledge base from which to start

Performance Standards: You will know you have done your job well when...

- 1) You agree to a background check
- 2) You attend Serve Safe or other food safety courses
- 3) You learn and apply camp policies and ACA standards
- 4) You learn and apply Ohio Food Service regulations
- 5) You plan menus in consultation with Director
- 6) You participate in meeting once a week with Director
- 7) You pray for campers, staff and camp

Key Result Area: Food Preparation

Sub-Goal: Food preparation is tasty, attractive, healthy, and safe.

Performance Standards: You will know you have done your job well when...

- 1) You prepare orders for food and kitchen supplies.
- 2) You have prepared balanced nutritious meals
- 3) You have provided alternatives for campers/staff diet needs

- 4) You coordinate cookouts and sack lunches into kitchen planning
- 5) You assure quality control of meals served and record keeping
- 6) You assure portion control, keep waste to a minimum, and utilize leftovers appropriately
- 7) You ensure that food preparation and storage areas are maintained in a clean and sanitary condition.
- 8) You ensure that food service is done in compliance with Ohio Food Service regulations.

Key Result Area: Partner with Program Staff

Sub-Goal: Be a positive, contributing member of a team

Performance Standards: You will know you have done your job well when...

- 1) You work cooperatively and constructively with other staff members
- 2) You train kitchen staff members in cooperation with Director
- 3) You schedule and supervise kitchen staff
- 4) You utilize assistant cooks as necessary
- 5) You consult with Health Officer and Director regarding camper special needs
- 6) You communicate with the Program staff about cookouts
- 7) You inform Director of any problems in the food service operation or staffing
- 8) You participate in evaluation of summer camp and retreat events

Key Result Area: Participate in conservation and creation care

Sub-Goal: Make decisions in purchasing, cleaning, and resource management that are in line with our values as an outdoor ministry

Performance Standards: You will know you have done your job well when...

- 1) You keep record of kitchen chemicals and hazardous materials in SDS book
- 2) You make decisions around energy that are energy and cost saving and efficient
- 3) You make decisions about sanitation, disposal and purchasing that are least harmful or impacting on the environment (3Rs)

Otterbein Food Service Manager – application procedure:

Resume may be sent electronically to:

Director of Camp Otterbein

Scott Seese, sseese@wocumc.org

if you prefer to send hard copies, mail to:

15779 Cox Road, Logan OH 43138

Further information can be found at www.WestOhioCamps.org under the **West Ohio Camps > Join Our Team** information tab

Upon review, you may be asked to fill out a Staff Application online including

1. Reference Contact Information
2. Signed Covenant and Disclosure Statement (includes release for background check)
3. Signed Camp Media Release & Release of Liability Form