

# YMCA CAMP BELKNAP

## FOOD SERVICE MANAGER

### JOB DESCRIPTION

**Job Title:** Food Service Manager

**Organization Overview:** YMCA Camp Belknep (“Belknep”) is an all-boys summer resident camp in Tuftonboro, New Hampshire. Founded in 1903, it is an independent non-profit organization affiliated with the national YMCA.

**Job Objective:** As part of Belknep’s Management Team, this position is responsible for the day-to-day operations of the Camp Belknep Kitchen and 400-seat, family style dining hall. Responsibilities include: managing all food vendors (e.g., sales, delivery schedules, product selection); assuring that all meals are high quality and served on time; maintaining the health and safety of the kitchen and its staff; managing all kitchen staff (e.g., head cook, prep cooks.); providing food for campers and staff with allergies, and catering special in-camp events (e.g., Board of Directors lunches, Alumni functions); and providing all services within the camp’s commissary budget.

**Reports To:** Directors

**Position Classification:** Seasonal, Full-time Salaried Employment (Summer Seasonal, generally June 1 through August 30)

**Consults With:** Third Party Vendors, Kitchen Staff

#### **Responsibilities:**

##### Vendor Management

- Order all food with Belknep’s current vendors
- Work to improve Belknep’s vendor list
- Assure orders arrive on time for daily meal preparation
- Review all food deliveries for quality and appropriate billing
- Resolve any issues with vendor deliveries

##### Food Preparation and Management

- Order food and supplies.
- Maintain appropriate inventory of food and supplies.
- Continually improve menu for taste, nutrition, allergies, presentation and overall quality
- Assure all food for each meal is prepared on time and at a high level of quality
- Oversee the proper care and handling of food, equipment, facilities, and supplies to provide a safe and sanitary food service operation.
- Provide food for campers and staff with allergies.
- Cook and clean along side your kitchen staff
- Cater special in-camp events

##### Staff Management/Leadership

- Demonstrate effective leadership. Set a positive, enthusiastic tone for dining service staff that is customer-oriented.
- Communicate effectively with staff, fellow-members of the food service management team, others within the Belknep community, and the general public.
- Provide detailed onsite training for all kitchen staff including safety, use of equipment, schedules, working as a team and more
- Give direction and assistance to all staff in the preparation of food and provision of service according to the high standards of the department.
- Delegate responsibility in order to motivate and train fellow Food Services team members.
- Evaluate work performance of Dining Services staff on a regular basis. Provide feedback and follow up for all staff to improve work performance. Recommend discipline as needed. Develop staff skills in order to increase the effectiveness of each member.
- Strive to make the kitchen and dining hall better places for people to work and eat.
- Pursue personal professional development to reach a higher level of competence.
- Work closely with campers, cabin leaders and staff to develop rapport and understanding. Actively seek opinions about food and service. Act promptly and in a helpful manner when dealing with questions and concerns.

##### Operations Management

- Prepare and maintain records, reports, and evaluations reflecting the conditions under which functions are carried out and the efficiency and economy of operations.
- Assure the kitchen and dining hall meet all state, federal and American Camp Association standards regarding the health and safety of the kitchen and dining hall for employees and its users.

- Plan and supervises the day-to-day activities of food preparation and service functions, in such a manner that it ensures an effective, efficient and economical operation.
- Maintain effective control over labor, food, supplies, utilities, and other costs.
- Address building, facilities, and equipment maintenance or repair needs appropriately.
- Coordinate food delivery from kitchen to table, in collaboration with the members of the Leaders' Corp or related camp staff
- Identify any safety or health concerns remedy and report any concerns immediately to the Directors
- Perform other duties as required by Directors.

#### Sustainability and Healthy Living

- Promote the advancement of sustainable practices within the kitchen and dining hall such as recycling, composting, waste reduction and vendor selection
- Coordinate long term educational initiatives on healthy living
- Continual growth of vendor network to provide organic and locally grown products
- Encourage an atmosphere of sustainability and health living through leadership by example

#### **Qualifications:**

- Experience working in a commercial kitchen environment
- Experience preparing meals for hundreds of people at one time
- Highly organized and professional
- Self-motivated with the able to multi-task
- Ability to work well with others in a summer camp environment
- Ability to work in a hot, humid and fast-paced workplace
- Able to work weekends and nights as required

#### **Physical Demands:**

- While performing this job, employee is regularly required to stand, walk, reach, stoop, kneel and crouch
- Lifting heavy boxes, containers of food, and equipment weighing up to 50 lbs.
- Must be able to maintain a physically and emotionally safe environment for campers and staff.
- Standing for extended periods of time
- Extended exposure to kitchen heat and humidity, and handling hot pots and pans
- Safe handling of kitchen equipment, including sharp knives, etc.

If interested please send cover letter and resume to [admincb@campbelknap.org](mailto:admincb@campbelknap.org) or call (603) 569-3475