

# Position: Kitchen Manager

## Job Description 2021

*classifications: Seasonal Staff*



### **Our Mission Statement:**

Cultivating individual and collective growth in Christian Science through living, playing, and learning in a natural setting with a global family.

### **Qualifications:**

- At least 25 yrs of age
- Actively practices Christian Science
- Experience in a leadership role in the kitchen
- Emotional maturity and stability; good moral character and integrity
- Good decision-making skills
- Enjoyment of outdoor living
- Love for children
- Member of The Mother Church
- Current Red Cross (or equivalent) CPR and First Aid certifications
- ServSafe or equivalent certification

### **Knowledge:**

- Food production
- ServSafe standards
- ACA and camp standards and procedures (provided in staff manual)
- How to work with others from a variety of backgrounds and experiences
- How to prepare a variety of cuisines
- How to prepare vegetarian and vegan dishes
- How to work with a budget

### **Elemental Skills:**

- Leadership
- Organization
- Cleanliness
- Problem-solving
- Clear and effective communication
- Responsibility

- Reliability
- Flexibility
- Evaluating effectiveness and impact
- Taking feedback and implementing it
- Collaboration
- Punctuality
- Inclusivity
- Time management
- Engagement
- Mentorship
- Holistic and spiritual work ethic

**Abilities:**

- Giving and following clear instructions
- Working with and managing others from a variety of backgrounds and cultures, in addition to different experiences with cooking
- Knowing how to operate kitchen appliances such as stoves, ovens, mixers etc.
- Being able to handle cutlery of all shapes and sizes.
- Managing a group to meet the standard that are set both mission related and kitchen related.
- Cooking for large groups
- Training others on specific duties

**Qualities:**

- Prompt
- Timely → meals being served on time
- Organized
- Cooperative
- Adaptable
- Approachable
- Joyful
- Loving
- Patient
- Dynamic
- Hard-working
- Dedicated
- Willing

**Responsibilities:**

- Training all kitchen staff in kitchen regulations, standards, practices, and scheduling
  - Including ensuring kitchen staff read the Bible Lesson daily, are engaging with and participating in all-camp activities, and getting proper time-off
- Kitchen staff (cooks + kitchen helpers) scheduling

- Menu planning (with the Camp Director being given the opportunity to provide menu input before purchasing).
- Food purchasing
- Working with the Program Director & Trip Coordinator in overnight food ordering & packing.
- Being responsible for maintaining a clean at- or above-code (using both PA state regulations and American Camp Assoc. standards) level of hygienic standards in the kitchen.
- Doing a weekly accounting check-in with the CLC Business Manager for all expenses related to the above duties.
- Implement health and safety codes in the kitchen.
- Coordinate serving of meals.
- Coordinate cleaning of kitchen daily.
- Coordinate food truck deliveries and unpacking.
- Carry out the camp purpose in the course of working with campers.
- Do metaphysical work for self and kitchen staff each day.
- Teach a Sunday School class

**Technology:**

- Handling and responsibly using a camp-provided radio.
- Placing food orders online
- Tracking inventory on Google Sheets
- Writing menus on Google Sheets