Position: Kitchen Manager

Job Description

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 standards 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 or Camp Director 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