



## FOOD SERVICE MANAGER/HEAD COOK JOB DESCRIPTION

### 1. General Job Description

#### ▪ POSITION SUMMARY:

- Oversee all food service preparation including but not limited to menu planning, food preparation, and ordering of supplies.
- Lead and oversee Kitchen staff in daily kitchen/food service duties.
- Manage kitchen supplies, kitchen equipment needs and janitorial supplies/equipment needs.
- Support camp program as needed.

#### ▪ ESSENTIAL TASKS AND EXPECTED OUTCOMES

- Plan and prepare all daily meals.
- Estimate needed ingredients for each meal each day, based upon number of campers.
- Recalculate the appropriated portions of ingredients necessary in recipes when preparing food items on a much larger scale.
- Complete all preparations in a timely manner based upon the requirement of the menu and meeting lunch schedules.
- Operate all kitchen equipment, as needed which may include preparing, operating and cleaning dish machine, slicers, oven, grille, etc.
- Assist in the daily cleaning of the kitchen and inspect the work areas to make sure equipment is operating correctly and shut off.
- In charge of inventory at the end of camp season.
- Assist in checking in of deliveries, putting deliveries away.

#### ▪ LEADERSHIP

- Set the pace and example for the kitchen staff in work ethic and spiritual life.
- Lead kitchen crew in various responsibilities.

### 2. Skills Necessary

- Ability to lead others.
- Ability to follow directions and accomplish goals in timely fashion.
- Possess ability to communicate well with all ages.
- Have ability to work alone and as a team.
- Demonstrate through example and attitude a positive role model for youth.
- Organizational skills
- Service minded attitude
- Team player

### 3. Dates and Salary Package

- May 13-15, 21-23 – weekend camps
- June 1-August 22 – Summer camps
- September 3-5, 9-12, 16-19 – weekend camps
- Salary ranges from \$6,500.00 to \$8,000.00 depending on experience. Salary package includes room and board while at camp. Staff members also receive free internet access and cable television at camp. Laundry facilities are provided at no charge.

The purpose of Pine Haven Christian Assembly is to proclaim the gospel message of Jesus Christ through quality camping facilities and programs. The staff and faculty are to be representatives and witnesses of Christ through their work and life at Pine Haven. Pine Haven is an extension of the church in carrying out the Great Commission of Jesus Christ.

Contact: Camp Manager, Tay Odor – 237-3605 or [tayandlarry@unitelc.com](mailto:tayandlarry@unitelc.com)