

## Sylvan Hills Christian Service Camp

175 Sylvan Hills Road

Howard, PA 16841

Phone: (814) 355-5652

E-Mail: [millerchris86@gmail.com](mailto:millerchris86@gmail.com)

Web: [www.sylvanhills.org](http://www.sylvanhills.org)



## Job Profile

Position: ***Food Service Director***

Reports to: Camp Manager

### A. Purpose of Position

Under the direction of the Camp Manager, the Food Service Manager will oversee the day-to-day operation of the food service by: preparing and serving appealing meals to campers and guests, maintaining inventory, ordering supplies, planning meals, and providing a comfortable, clean, and functional Kitchen.

### B. Duties and Responsibilities

- Work with the Camp Manager to determine summer camp menus, the best vendors, and method of obtaining supplies.
- Place orders with all vendors.
- Prepare shopping list for Camp Manager or other designated shopper as required.
- Maintain written inventory of food, cleaning supplies, and equipment.
- Train all paid and volunteer staff, including camp counselors assigned to kitchen duty.
- Work with the Camp Treasurer in maintaining petty cash fund for kitchen needs.
- Maintain Serv-Safe Certification.
- Keep log of refrigerator and freezer temperatures -twice daily (morning and evening).
- Assure the timely preparation and service of all meals according to applicable government health regulations. This includes assigning tasks to volunteers or paid staff assistants as well as taking a lead role in the food preparation and cooking process.
- Assure all dining hall and kitchen surfaces, cooking apparatus, utensils, dishes, pots, pans etc. are cleaned according to applicable government health regulations.
- Work with parents/guardians and/or Camp Nurse to provide for the needs of campers with special dietary needs, such as for diabetics or those with severe allergies.
- Communicate instructions regarding dining procedures to Deans and staff (i.e.: food serving amounts, food serving procedures).
- Work with the Camp Manager and Camp Deans to plan and provide for special requests, such as evening snack.
- Maintain all food storage areas—pantry, freezers, refrigerators, washer, dryer, etc. according to government health regulations.
- Work with the Camp Manager to establish procedures for maintaining kitchen/dining hall equipment and facilities according to government health regulations.

C. Supervision Responsibilities

This is a position that does require the oversight of numerous volunteers.

D. Hours of Work

This is a summer position (optional year round Retreat Group cooking), involving regular working hours during summer camp.

E. Qualifications

- Skills, Training, Experience

- A minimum of a High School Diploma or its equivalent and experience related to food service desired.
- Integrity, consistent work ethic and cleanliness.
- Good interpersonal and communication skills.
- Effective management skills.
- Effective planning and organizational skills.
- Serv-Safe Certification (or the ability to obtain certification within 6 months of hire).
- Possess a working knowledge of computers.

- Capabilities

- Able to work hospitably, compassionately, cooperatively and tactfully with all volunteers, guests, and retreat groups.
- Demonstrate a high level of commitment to the intense demands of time, people and ministry found in the Christian Camping environment.
- The ability to handle conflict in a respectful and professional manner.
- Flexibility to work irregular and extended hours as required.
- Physical ability to complete required tasks: must be able to stand for long periods of time, reach with hands and arms, and have good balance.
- Must have passion and ability to cook 'home-style' meals for large groups of people.
- Desire to promote Sylvan Hills and work within the core beliefs of the camp.

F. Compensation / Terms of Employment

- Salary commensurate with experience.

G. Condition of Employment

- This position is responsible to the Camp Manager.

H. Benefits

- Housing (onsite) during camp weeks.
- Meals in the Dining Hall when summer camp and guest groups are utilizing the property.