

Assistant Food Service Director Position Description:

The Assistant Food Service Director reports to the Food Service Director.



Camp Henry Mission Statement:

To provide life-changing experiences for all in a Christian environment.

Primary Responsibility: To support the mission and vision of Camp Henry by supporting the Food Service Director and providing high-quality food service and outstanding service to both our summer and year-round guests.

Minimum Qualifications

- Serve-Safe manager certification or equivalent mandatory.
- Ability to assist the Food Service Director in recruiting, hiring, supervising, mentoring, and encouraging food service staff members.
- Mature, capable, detail-oriented, trustworthy, having good judgment and a high standard of ethics.
- Skill in commercial cooking and baking (equipment, quality, and quantity).
- Able to lift 50 pounds, carry it 25 feet, and put it on a shelf.
- Ability to accept guidance and supervision, and the ability to work cooperatively with associates, and the ability to provide guidance and training to staff.
- A self starter who exhibits personal initiative and conscientiousness

Tasks and Areas of Responsibility

- Foster a warm, conscientious, caring, professional, and loving environment and culture within the kitchen that will significantly and positively impact and influence the Camp Henry experience.
- Assist the Food Service Director to provide appropriate, healthy, well-balanced meals as scheduled for Camp Henry guests and personnel, within budgetary guidelines, including providing allergy-safe alternatives.
- Help coordinate, and supervise kitchen activities, personnel, and equipment to accomplish tasks as related to upkeep and improvement of the kitchen and storage facilities as directed by the Food Service Director.
- As directed by the Food Service Director, assist with the hiring of residents and part-time personnel as needed, within budgetary guidelines.

- Keep food service areas picked up, organized, and clean. Assist in moving materials and supplies to appropriate areas in the facility. Keep and maintain food service equipment in good operating condition. Seek repair through the Facilities Staff or Site Administrator. Upkeep and cleanliness of the Kitchen is the responsibility of Food Service Staff.
- Assist with ordering supplies and equipment as needed, within budget and with the approval of the Food Service Director, helping to ensure timely arrival of materials and uninterrupted guest service. Assist with maintaining inventory of kitchen supplies and equipment.
- Attend all appropriate staff meetings.
- Be knowledgeable of applicable state and federal regulations pertaining to food service standards. Be familiar with the impact and involvement of government agencies.
- Maintain the kitchen areas to reduce risk of danger to employees and guests. Be acquainted with fire, and emergency service numbers.
- Collaborate with camp's additional Food Service staff members.
- If the Food Service Director is off or unavailable, step in to serve as the primary food service point of contact for all customers.

Salary Range: \$32,000 - \$36,000 if living on-site
\$37,000 - \$41,000 if living off site