



**California Pacific Annual Conference  
Of The United Methodist Church**

**POSITION DESCRIPTION**

**POSITION TITLE:** **Food Service Supervisor**

**EMPLOYMENT CATEGORY:** Non-exempt

**ESSENTIAL MINISTRY TEAM:** Leadership

**LOCATION:** Designated Camp Sites

**MISSION OF THE UNITED METHODIST CHURCH:**

“To make disciples of Jesus Christ for the transformation of the world.”

**VISION OF THE CALIFORNIA-PACIFIC ANNUAL CONFERENCE:**

“Inspiring the world as passionate followers of Jesus Christ so all may experience God’s life-giving love.”

**POSITION PURPOSE AND OVERVIEW**

The Food Service Supervisor is responsible for food preparation for the retreat center. This includes preparing and cooking meals, supervision of kitchen staff and delegating duties that are part of food service production and service. The supervisor ensures that kitchen activities comply with licensing, sanitation and safety regulations, and ensures the quality of food.

**Supervised by:** Operations Manager

**Supervision responsibility for:** Food service staff

**Evaluation based on:**

- Alignment with the mission of The United Methodist Church, the vision of the California-Pacific Annual Conference and the purpose of the Navigation Essential Ministries Team.
- Teamwork and decision-making habits consistent with Conference core values and expectations.
- Skills and competencies that include those relating to food service and food preparation, hospitality skills, staff supervision, organizing and coordinating various tasks and assignments, safety and sanitation, and initiative.
- Level of integrity in the modeling of conference core values.
- Progress toward and achievement of goals.

**Food Service Supervisor  
Approved-11/10/14**

## POSITION OVERVIEW

Responsibilities include, but are not limited to: participation in planning menus; procuring all food and dry goods; preparing, cooking and supervising staff who cook and serve meals for guests; planning and coordinating resources for group functions and meals; and enhancing guests' enjoyment and camp/retreat experience.

## ESSENTIAL FUNCTIONS

1. Coordinate food service needs of user groups in coordination with administrative assistant.
2. Supervise the preparation of meals, snacks and picnics through direct preparation and supervising the work of other employees.
3. Cook meals, portion meats, vegetables, salads and other meal items; bake, wash and carve.
4. Use commercial mixer, dishwasher, food processor, knives and other kitchen equipment.
5. Write menu plans and compile routine reports.
6. Ensure safe and efficient preparation and serving of retreat center meals.
7. Effectively present information and respond to questions from guests, management, employees of the organization, vendors and regulatory agency representatives.
8. Maintain inventory of food and household supplies.
9. Order food and kitchen supplies consistent with menus and enrollment counts.
10. Drive to local restaurant supply/grocery stores to purchase specialty or small quantity food items not available thru wholesale delivery companies.
11. Maintain high standards of cleanliness, sanitation, and safety.
12. Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
13. Inspect equipment and ensure equipment is repaired as necessary.
14. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
15. Coordinate, with the Operations Manager, the scheduling and supervision of the food service staff.
16. Coordinate, with the Operations Manager the training of all food service staff.

**The activities and essential functions listed in this job description are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job, and may be subject to changes in the future.**

**The individual must possess the following knowledge, skills and abilities, and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.**

#### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly required to use hands to grasp, handle or feel.
- The employee frequently is required to walk, sit, stand, talk and hear.
- The employee is occasionally required to climb or balance, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee frequently is required to lift 20 pounds above head level.
- The employee is required to taste and smell in order to assess the condition of food.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities, and camper and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to safely and properly use kitchen equipment.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- The employee will regularly be exposed to extreme heat.
- The employee will regularly work near moving mechanical parts.
- The employee will regularly be exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electric shock.
- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- The noise level in the work environment is usually moderate.

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## SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITY

- Must possess professional culinary skills.
- Must have the ability to prioritize and organize varied/multiple tasks.
- Excellent time management and organizational skills.
- Must be able to work independently and take initiative to complete tasks.
- Must possess excellent people skills.
- Add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
- Compute rates, ratios and percentages.
- Ability to effectively communicate orally and in writing.
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning and institutional kitchen equipment.
- Knowledge of current health and safety laws and practices.
- Knowledge of and experience in preparation of special dietary foods.
- Ability to work within a budget.
- Ability to thrive in a Christian ministry setting.

## EDUCATION AND CERTIFICATIONS

High School Diploma

Culinary training preferred

Must hold current food handler's certification and possess or be able to obtain a kitchen manager certification

## EXPERIENCE

Experience in providing and/or understanding of Christian hospitality.

Experience in supervision of staff in a food service and hospitality operation.

Experience in institutional or large volume food service setting.

Experience in purchasing and inventory management.

**CALIFORNIA-PACIFIC ANNUAL CONFERENCE**

Acknowledgement of Receipt

**I have read and understand the position description information for the Food Service Supervisor and hereby state that I can perform the essential functions of the job with or without reasonable accommodation.**

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

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