



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

POSITION DESCRIPTION

POSITION TITLE: Food Service Manager
EMPLOYMENT CATEGORY: 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:

“To be the cup overflowing with grace, compassion and justice.”

POSITION PURPOSE AND OVERVIEW

As a member of the Cal-Pac Camps staff, the Food Service Manager is responsible for the overall operation of the Food Service area for camp sites that have been designated by the Director of Camping and Ministry Operations and the respective camp site committee. These responsibilities include planning menus; procuring all food and dry goods; supervising staff who cook and serve family style meals for guests and site staff; preparing and cooking meals as needed; and providing special food preferences for guests as needed due to allergies. The Food Service Manager is responsible for enhancing guests’ enjoyment and camp/retreat experience by ensuring an efficient and positive Food Service operation.

Supervised by: Site Director

Supervision responsibility for: All Food Service staff

Camping, Outdoor and Retreat Ministries Mission Statement and Core Values:

We believe in God’s infinite power to create and renew. We believe that natural surroundings, programs that uplift and educate under well-trained leaders can make a positive and lasting impression on an individual’s life. To this end, the Camping, Outdoor, and Retreat Ministries Council provides programs, leadership, facilities and management to enhance love of God, self, humanity and creation. Our camp and retreat ministry is Christ-centered, program-driven, relationally-based and culturally-relevant.

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PRIMARY ROLES, ACTIVITIES AND RESPONSIBILITIES

Duties include but are not limited to: planning menus; procuring all food and dry goods; preparing, cooking and supervising staff who cook and serve family style meals for guests and site staff; providing special food preferences for guests as needed due to allergies; and enhancing guests' enjoyment and camp/retreat experience by performing the following duties...

- a. Plan, direct and supervise all food service activities such as ordering, storage, preparing, serving, and clean-up.
- b. Work effectively with the Site Director and guest group leaders, create menu plans appropriate to the group (i.e. age level, culture, women's or men's groups), and according to the group's particular requests (i.e. sack, lunch, picnic, barbeque) or other needs (i.e. vegetarian, eating disorders, diabetics) within cost constraints. Takes advantage of foods in season and local availability. Utilize leftovers.
- c. Maintain appropriate inventories of food and supplies. Work effectively with the Site Director. Estimate needs; order, receive and store food and supplies in a timely manner.
- d. Portion meats, vegetables, salads, breads, desserts, beverages, etc. Cooks, trims, cleans and washes, carves, bakes, etc.
- e. Use commercial and/or residential type mixers, dishwashers, food processors, conventional and or convection ovens, knives, meat slicers and microwave ovens.
- f. Train and supervise Food Service staff in the safe operation of kitchen equipment and safe working practices.
- g. Supervise dish and ware washing program. Determine cleanliness of dishes, food contact surfaces, kitchen and dining areas and ensure that food service areas are maintained in continuous compliance with applicable American Camp Association Food Service Standards, and state and local laws and regulations.
- h. Perform cleaning functions when needed, including but not limited to the cleaning of tables, floors, utensils, equipment, pots and pans, silverware, cups and serving dishes.
- i. Learn, operate and maintain tools, equipment and vehicles used in the performance of this job.

Supervisory Responsibilities

- a. Directly supervise all Food Service staff.
- b. Carry out supervisory responsibilities in accordance with Conference policies and applicable laws.
- c. Responsible for: training, planning, assigning and directing work, performance appraisal, addressing complaints and resolving problems.
- d. Recommend to the Site Director persons to be hired in the Food Service Department.
- e. Mediate conflict between employees.
- f. Update Site Director with any and all personnel issues.

Communication Responsibilities

- a. Read, analyze and interpret documents such as recipes, safety rules, operating and maintenance instructions, governmental regulations and procedures manuals.
- b. Write menu plans, routine reports and procedure manuals.
- c. Effectively present information and respond to questions from guests, management, employees of the organization, vendors and regulatory agency representatives.
- d. Prepare menu plans, inventory sheets and inventory forms and accident reports.

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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.

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.

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.

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.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITY

Mathematical Skills

- a. Add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
- b. Compute rates, ratios and percentages.
- c. Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume.

Reasoning Skills

- a. Define problems, collect data, establish facts, and draw valid conclusions.
- b. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- c. Interpret a variety of instructions furnished in written, oral, diagram and schedule form.

General Skills

- Must possess hosting mentality.
- 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.

EDUCATION, CERTIFICATIONS AND EXPERIENCE

- Bachelor’s Degree (B.A) from a four year college or university; or one or two years’ related experience and/or training; or equivalent combination of education and experience in institutional food service industry.
- Valid and current driver’s license.
- Must possess, or be eligible and able to obtain:
 - Food Handler’s Certificate
 - Community CPR Certification
 - American Red Cross Standard First Aid Certificate or equivalent

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Acknowledgement of Receipt

I have read and understand the position description information for the Food Service Manager 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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