

## **Pilgrim Lodge – Food Service Manager Job Description**

**Supervisor:** Director

**Supervises:** Kitchen staff members and any staff while fulfilling support roles in the kitchen

The Food Service Manager supervises all staff and activities in the kitchen and is responsible for training on and upholding all food safety and cleanliness standards in the kitchen and dinin area. The Food Service Manager is responsible for all operations in the kitchen and the important role of providing provision of food for participants in the camp community.

### **Food Service Expectations and Duties**

- Work collaboratively with the First Cook, Kitchen Staff, other members of the staff to provide nourishing meals and hospitality to campers, volunteers and other staff
- Follow ME Health Department regulations and ACA standards in the Pilgrim Lodge kitchen
- Train, supervise, and evaluate staff on kitchen duties including food preparation, proper food storage, dish and pot washing, proper cleaning and laundry procedures, recycling and trash storage and removal
- Cook for up to 80 -130 campers, volunteers and staff of different ages per week
- Plan menus with approval of the Director
- Work within budget guidelines
- Order food, store ice cream, paper goods, chemicals, and supplies
- Collaborate with the Assistant Director to schedule staff for kitchen duties
- Plan and order food for special dietary needs (i.e. vegetarian, allergies, diabetes, etc.) and handle the food in a safe manner to avoid cross-contamination
- Plan and provide foods for camper snacks and special activities

### **General Duties and Expectations**

- Represent Pilgrim Lodge in a professional manner consistent with its mission, values and Statement of Faith.
- Assist campers, counselors and deans with any and all needs. Model this attitude for the staff and work to cultivate a staff culture of service, generosity and kindness.
- Help to build camp morale and sense of community. Encourage growth in fellow staff members.
- Participate in staff training, activities and meetings as assigned.
- Participate in emergency drills and respond to emergencies.
- Clean the kitchen including wash dishes & pots, empty garbage, clean floors, etc. Fulfill Community living assignments (i.e.: keeping living space clean, helping set the dinner table)
- Abide by the rules and guidelines set up in the Pilgrim Lodge Staff Manual and Code of Conduct and follow policies of the Maine Conference United Church of Christ.
- Fulfill other relevant duties as assigned

### **Qualifications:**

- Age 18 or older
- First Aid/CPR certification, or ability to obtain such
- Current Serve Safe Certification
- Must submit health history records prior to first day of work

- Satisfactory background and reference checks

**Knowledge, Skills, and Abilities:**

- Experience with cooking and kitchen procedures
- Adherence to safety regulations and emergency procedures
- Ability to participate in an environment that promotes personal growth, community building, and teamwork
- Ability to adapt and be flexibility in changing situations
- Ability to exhibit maturity and role model positive behaviors for campers
- Ability to work independently, organize priority tasks and be self-motivated
- Willingness to learn and work in a diverse community

**Equipment Used:**

- Kitchen equipment including, but not limited to ovens, mixers, food processors, knives, etc.
- Cleaning equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, dishwasher, washing machines, and dryers

**Physical Aspects of the Job:**

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond to emergencies and situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

**Term of Position:** This is a seasonal position for Pilgrim Lodge's summer camp program. Dates of employment will be defined in a written letter of hire and will include staff training.

***Mission Statement:*** *Pilgrim Lodge extends the ministry of the Maine Conference United Church of Christ through quality camping and retreat experiences. Hosted programs at Pilgrim Lodge emphasize spiritual and outdoor exploration, personal growth, authentic self-expression in a safe environment, and intentional community that affirms individual sacredness.*