

# Camp of the Cross Ministries



Position Description: Food Service Manager  
Position Classification: Salaried  
FLSA: Exempt  
Supervisor(s): Manager for Programs and Operations and Executive Director

**Position Summary:** The Food Services Manager is to provide food service for the retreat season, summer season and major fundraisers. Other duties will be assigned by the Executive Director based on qualifications and needs.

## **Primary Skills and Abilities:**

### Leadership

- Lead by example
- Work as a part of a larger team
- Kitchen Staff Oversight
  - Provide direction to Assistant Cooks (fall, winter, spring, and summer hires)
  - Work with Assistant Cooks to make sure safety & health codes are upheld
  - Work with summer kitchen help (summer hires)

### Hospitality

- Maintaining a friendly and seasonal look to the Dining Facilities.
- Make sure each camper/retreater feels welcome and important from arrival through departure
- Constant communication with the Site Manager regarding site-related needs
- Look for new ways to accommodate guests and provide them with comforts during their stay
- Address hospitality opportunities and demands with other camp staff
- Visit with participants, but also connecting guests with other guests

## **Personal Qualifications:**

- Possess a degree from a culinary school or have work experience in food service.
- Ability to relate to Constituent Congregational clergy, rostered leaders and lay leaders, synod staff and the ELCA Outdoor Ministry staff and volunteers.
- Strong personal faith and a theological commitment to ELCA and UCC theology or willing to learn more about it
- An active faith in Jesus Christ
- Commitment to a servant leadership style

## **Primary Duties and Responsibilities:**

### Food Service

- Plan and prepare economical, homemade, and nutritious meals per day for up to 150 people
- Plan and prepare weekly Summer Sunday community meal for up to 150 people
- Evaluate procedures and preparation methods used
- Inventory Management
  - Coordinate the purchase of food and supplies
  - Keep inventory of food & kitchen supplies
  - Work with food vendors to maintain appropriate food inventory

### Fundraisers

- Plan meal portion of the fundraiser utilizing volunteers and other staff
- Coordinate the purchase of food and supplies
- Prepare economical, homemade, and nutritious foods
- Evaluate procedures and preparation methods used for the fundraiser
- Oversee kitchen help and volunteers on hand for the food prep of the fundraiser