



### **Position: Food Service Director**

**Overview:** Camp Arcadia, a Lutheran (Christian), family resort and retreat center located in Northwest Michigan on the shores of Lake Michigan is accepting resumes for the position of food service director. Responsibilities include leading all food service operations and equipping and developing staff. While our guest season is from the end of May through the end of October, the position is year-round. We are willing to consider a seasonal arrangement. The ideal candidate will have excellent leadership and administrative abilities, commitment to guest services, ability to lead a team, proficient skills in culinary arts and commercial food service, qualified experiences in food service management positions, and strongly support the ministry of Camp Arcadia. Benefits include salary, health insurance for the whole family and retirement benefits. The start date could be anytime between January and May 1, 2023.

**Application:** If interested please send your resume and a letter of interest to Executive Director, Chip May at [chip@camp-arcadia.com](mailto:chip@camp-arcadia.com). Resumes accepted through December 1, 2022. For more information about Camp Arcadia go to [www.camp-arcadia.com](http://www.camp-arcadia.com).

**Role:** The primary purpose of the Food Service Director (FSD) is to provide leadership, direction, and management of Camp Arcadia's food service department. The FSD will ensure that Camp's meals and meal experience continues to be a highlight of the Camp Arcadia experience. Excellence in food quality, preparation and service are expected. The mealtime at Camp Arcadia is crucial to carrying out Camp's mission: *to foster the renewal of the whole person – spirit, mind, and body – amid the beauty of God's creation and in fellowship with other Christians*. While the Camp Arcadia season is from the end of May through the end of October, the FSD is a year-round position. The FSD has traditionally worked in the Camp office during the off-season. The FSD will work with the management team in the overall management and leadership of Camp Arcadia. We are willing to consider a seasonal arrangement where the FSD works from May through the middle of November. If the FSD were to be a seasonal position, this would, of course, affect the salary and benefits offered.

**Reports to:** The Food Service Director is a member of the management team and reports to the Executive Director.

**Skills & Characteristics:**

*Education:* Bachelor's level degree, culinary degree (or equivalent experience).

*Management & Leadership:* Most of our seasonal kitchen staff come in with little or no kitchen experience so it is vital that the FSD has the ability to train, supervise and mentor college-aged staff members in addition to staff of all ages during the fall season.

*Quality Control:* We have a history of exceeding our guest expectations and have redefined what our guests think of when they think of "camp food," so a desire and the ability to produce a very high quality meal experience is vital.

*Menu Planning:* Create a menu that appeals to adults and children, providing them with healthy meals, taking into consideration specific adjustments for dietary needs, such as food allergies.

*Budget Management:* Experience with managing a food budget – ordering, tracking expenses, using Excel spreadsheets, databases, etc.

*Commitment to Community:* hardworking, creative, flexible, servant-heart and a team-player. The FSD must also appreciate and support Camp Arcadia's mission.

*Office Skills:* In the off-season the FSD will be serving in the office, assisting with registering guests, interviewing summer staff, and other office tasks like answering phones.

**Supervisory Responsibilities:** The Food Service Director supervises a 16 member summer season college-aged staff. Four of those staff are in kitchen leadership positions. During the fall season there are approximately 12 – 16 people to supervise in the kitchen.

**Compensation Package:** For a full-time employee, benefits include salary (\$40,000 - \$60,000 depending on experience), health, dental, life and disability insurance, retirement benefits, vacation, and paid holidays. Meals are provided for staff members and immediate family during the summer when guests are provided with meals. The FSD is eligible for the sabbatical program. Housing is not provided.

**Workflow:** This is a general idea as to the hours and days worked throughout the year. The actual hours and days will vary. The Food Service Director will start working in the kitchen towards the end of May and work through the end of October. During this time, they usually work 5 days a week with 10 – 14 hours a day.

From the start of the season (Memorial Day Weekend) through the middle of June, there is usually only one day off a week since we are training staff. Once the family retreat season begins in late June, the FSD normally has two days off a week through the middle of August.

As the college staff return to college in the middle of August, we bring in fall staff to fill their spots. Depending on their skills, experience, and the number of staff, the FSD's days off and hours will vary. During our fall season, we mostly serve guests on the weekends, so staff days off

are during the week.

Once the kitchen is closed in early November, the FSD will move over to the office where they will work 5 days a week and around 32 hours a week. The FSD normal work day in the off-season is 9 – 4 pm and 9 – noon on Friday. This continues until early May when they need to return to the kitchen to prepare for the start of the season. We are willing to consider a seasonal arrangement.

### **Major Responsibilities:**

Manage the Camp Arcadia kitchen and dining room including:

- Satisfy all requirements of applicable rules and laws for food service
- Plan all menus for Camp Arcadia
- Develop and implement system for effective planning and delegation of all food service work
- Help hire food service staff
- Train summer and fall season food service staff and manage them
- Inventory and order all food and supplies for food service
- Prepare food service budget
- Work with caretakers to maintain all kitchen equipment
- Maintain kitchen and dining room sanitation and professional atmosphere
- Participate in professional development.
- Create and test several new meals each season
- Communicate frequently with guests of all ages
- Plan for and accommodate guests with restricted diets including vegetarians and vegans, allergies of all types, etc.
- Involved in creating and implementing Camp's strategic plan with staff and board.
- In the off-season, the FSD will be serving in the office assisting with registering guests, hiring summer staff, and other office tasks like answering phones.
- Other duties might be added or changed depending on the person's skills and desires.