



Camp Luther Position Description: Food Service Manager

Accountability:

The Food Service Manager reports to the Director of Guest Services.

Position Summary:

This member of the year-round staff is responsible for all aspects of the dining experience at Camp Luther.

Principle Duties and Responsibilities:

Food Service

- Lead kitchen staff to continually innovate meals at Camp Luther, creating exciting, healthy dishes to reach and maintain an exemplary standard of food service
- Plan menus for all meals served at camp, including dining hall, cookout, and offsite trips
- Prepare or see to the proper preparation of all meals served at camp
- Purchase all food and supplies
- Accommodate for special dietary needs of campers and staff
- Maintain appropriate inventory records
- Practice fiscally responsible ordering and usage of inventory while working within an approved budget
- Follow all appropriate codes and regulations regarding food preparation and storage and cleaning procedures
- Manage equipment maintenance, repair and replacement as needed
- Maintain overall appearance, cleanliness, organization and functionality of entire food service area, including dining areas

Personnel

- Assist with hiring of supporting staff as needed, following the guidelines set forth by the camp business office
- Oversee scheduling of supporting staff as needed
- Work within approved personnel budget

Leadership

- Live out and support the mission, vision, and values of Camp Luther
- Meet regularly with Director of Guest Services
- Serve as leader, mentor, coach, and advisor to all food service personnel, including part time and seasonal staff
- Make recommendations to the Director of Guest Services
- Attend professional training seminars/conferences as needed or required.

Additional Responsibility

- Duties may be assigned in other areas.

Position Requirements and Compensation:

Required Qualifications

- Certifications/Education as required by State and Local Codes
- High school diploma or equivalent

Preferred Qualifications

- 3 years' experience and/or displayed abilities in a food service or hospitality position
- Interest in supporting the mission and values of Camp Luther

Work Schedule

- Willingness and availability to work evenings and weekends throughout the year as part of camp's overall program schedule

Compensation

- This is an administrative position paid on a salary basis
- Total package includes appropriate benefits as described in the employee handbook and an annual salary paid according to the current pay period schedule.
- Salary is determined based on experience and years of service and as agreed upon by the employee and is reviewable annually.