CAMP CHRISTIAN FOOD SERVICE DIRECTOR
Christian Church in Ohio

JOB TITLE: Camp Christian Food Service Director
SUPERVISOR: Rev. Allen Harris, Regional Pastor and President
CLASSIFICATION: Part-Time Position (Full Time only during camp season)

Camp Christian is a church-affiliated camp located in rural Union County, Ohio operated by the Christian Church in Ohio

GENERAL JOB DESCRIPTION
Food Service management for a resident camp facility including all food service operations and supervision of a staff of less than 10

MAJOR DUTIES AND RESPONSIBILITIES

I. Director of all food service operations and food service facilities at Camp Christian during the entire Summer Camp season (May 1 – September 15 of each year) and as needed throughout the rest of the year for events taking place at Camp Christian that require food service.
   A. Plan and prepare nutritious meals/snacks
   B. Oversee the purchase of perishable and nonperishable items necessary for those meals/snacks
   C. Oversee management of all food-related stock including organization, proper handling, and storage of said items
   D. Ensure kitchen and dining hall sanitation
   E. Provide oversight of the use of all kitchen and dining room equipment
   F. Maintain accurate record keeping of income and expenditures
   G. Coordinate food safety

II. Train and manage kitchen and dining room staff (i.e., Culinary Assistants and Ministry Associates)
   A. Prepare and maintain current training materials

III. Responsible for the ordering, stocking and daily cleanup of the canteen during camp season

IV. Work closely with the Union County Health Department

MINOR DUTIES AND RESPONSIBILITIES

I. Facility Administration
   A. Coordinate required kitchen/dining inspections
   B. Post properly dated food service license and instruction notices
   C. Pest control observation, reporting and treatment
II. Communication
   A. Communicate effectively and respectfully with all campers/counselors/staff/directors
   B. Report all injuries to the Camp Director and Regional Pastor and President in a timely manner
   C. Report any building concerns to Campsite Manager

III. All other duties as assigned

QUALIFICATIONS FOR THE JOB

Required Certifications:

1. Current ServSafe Food Protection Manager certification
2. First Aid certification
3. CPR certification

Experience:

1. Must be able to document previous experience in food service (including menu planning, food preparation, purchasing, inventory management, budgeting, and record keeping)
2. Must be able to safely and appropriately operate kitchen equipment currently on site
3. Must be able to document previous experience in the supervision of kitchen staff

Other:

1. Must be at least 18 years of age
2. Must possess a valid driver’s license or other state-issued ID
3. Must accept and abide by the alcohol, illegal drugs and weapons policy of Camp Christian. Any violation results in immediate dismissal
4. Must pass a background check completed by the Christian Church in Ohio

KEY COMPETENCIES

Management of food service operations and facility

PHYSICAL REQUIREMENTS

Ability to lift up to 40lbs.