



Job Title: Summer Camp Kitchen Manager

Reports to: Summer Camp Director

Position Purpose: Directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

Essential Job Functions:

1. Work in close partnership with Gravatt's hospitality manager to ensure all food-service needs of the camp are met.
2. Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and dining room.
3. Oversee the inventory and ordering of food through the hospitality manager, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.

Manage human-resource functions with regard to kitchen and dining room employees.

Other Job Duties: The Kitchen Manager may participate in staff meetings and help coordinate special celebrations. The Kitchen Manager may perform other duties as assigned by the camp director.

Qualifications: Must be at least 21 years old. Experience in institutional or large food service setting. Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment. Ability to work within a budget and purchase supplies efficiently. Experience in supervision.

Equipment Used: Industrial stove, oven, convection oven, mixer, sink, dishwasher, refrigerator, freezer, microwave, sharp knives and utensils, cleaning chemicals, etc.

Physical Aspects of the Position: Ability to communicate and work with and provide necessary instruction to campers and staff. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques. Visual and auditory ability to identify and respond to environmental and other hazards related to the kitchen. Physical ability to respond appropriately to situations requiring first aid. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate kitchen equipment. Ability to lift 50 pounds. Willing to work irregular hours.

Dates of Employment: March 27 – April 1, 2016 and May 27 – August 8, 2016

To apply: Submit resume and cover letter to Scott McNeely at camp@campgravatt.org.