Canter’s Cave 4-H Camp  
Title: Food Service Supervisor

Reports to: Camp Director

Summary of Position:
The Food Service Supervisor is responsible for all kitchen functions, including but not limited to helping with food purchasing, receiving, preparation and maintenance of quality standards, safety, sanitation and cleanliness. The Kitchen Manager is responsible for the training of employees in connection with purchasing, receiving, preparation and maintenance of quality standards, safety, sanitation and cleanliness. The position is normally full-time, with possible weekends, during the summer camping season and as needed for banquets/receptions/camps throughout the remainder of the year.

Duties & Responsibilities:

- Ensure that all food and products are consistently prepared and served according to the camp’s recipes, portioning, cooking and serving standards.
- Responsible for keeping food inventory and providing Camp Director information to order food products according to predetermined product specifications.
- Work with Camp Director, Program Directors and staff to identify and properly serve individuals with food allergies and dietary needs.
- Control food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes and waste control procedures including checking and maintaining proper food holding and refrigeration temperature control points.
- Fill in where needed to ensure guest service standards and efficient operations.
- Work with camp managers to plan and price menu items. Establish portion sizes and prepare standard recipe cards for all new menu items.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the camp’s preventative maintenance programs.
- Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner.
- Be knowledgeable of camp policies regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules and procedures.
- Oversee the training of kitchen personnel in safe operation of all kitchen equipment and utensils.
- Responsible for training kitchen personnel in cleanliness and sanitation practices.
- Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas.
- Ensure kitchen staff has proper safety training in first aid, CPR, lifting and carrying objects and handling hazardous materials.
- Attends all scheduled employee meetings and brings suggestions for improvement.
Maintains proper American Camping Association standards for certification, including but not limited to:

- SF.15 Food Service Areas: Must be clean and protected from rodents/insects.
- SF.16 Refrigeration: Perishable food must be kept below 40 degrees, checked and logged daily.
- SF.17 Food Service Supervisor: Must have documentation of training/experience in food service management.
- SF.18 Food Temperatures: Food must be cooked and held at safe temperatures.
- SF.19 Sanitized Utensils and Surfaces: Staff must follow procedures for cleaned/sanitized utensils and food contact surfaces.
- SF.20 Dish Washing: All dishes and utensils must be cleaned and sanitized.
- SF.21 Dish Drying and Storage: Dishes must be air dried, covered.
- SF.22 Food Handling Procedures: Must supply advice to rental groups about clean/sanitary utensils and surfaces, and safe temperatures for food.
- SF.23 Dishwashing Procedures: Must supply advice to rental groups about appropriate washing, sanitizing, drying procedures.

Qualifications:

- Be willing and able to obtain ServeSafe certification upon hire.
- A minimum of 5 years of experience in varied kitchen positions including food preparation, line cook, fry cook and/or expeditor desired.
- Strong leadership skills.
- Possess strong organizational and decision-making skills.
- Work well in fast-paced setting.
- At least 6 months experience in a similar capacity preferable but not required.
- Must be able to communicate clearly and effectively.
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Be able to work in a standing position for long periods of time.
- Must have exceptional hygiene and grooming habits.

The above statements reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required, and the general scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load, gain additional experience to further the individual’s professional development.

The position will be paid hourly, with a starting range of $9-$12.

Please contact the Camp Director, Anita Harris, with questions about this position at 740-286-4058.