

Food Service Director Job Description & Contract

Lake Springfield Christian Assembly
1674 Lick Creek Lane
Chatham, IL 62629



Qualified candidates will be dedicated followers of Christ. This person will be well organized, self motivated and have a passion for Christian camp ministry. They will have strong communication, leadership and people skills. The preferred candidate will have a background in food service and camp related skills or an educational background including such skills.

This position is a year round position that is part time for 9 months of the year and full time for 3 months of the year. On campus housing is possible and will be discussed if necessary as part of the compensation package, but health benefits are not included.

JOB DESCRIPTION

Under the direction of the management of LSCA, the Food Service Director (FSD) will over see the day to day operation of food service by: staffing, planning, maintaining inventory, ordering, preparing and serving healthy and appealing meals to campers, guests, volunteers and team members of LSCA. In addition, the FSD will maintain compliance with all governmental regulations and ensure safe food handling practices. The FSD serves on a ministry team dedicated and committed to a team approach in exercising the **ministry of hospitality**. Also the FSD needs to remember, in dealing with “subordinate” kitchen staff, that we are as much in the “business” of building leaders as we are serving guests and campers as they seek Christ.

Since food service is an essential part of the experience at for everyone at LSCA, it is a requirement that the food be presented in an appealing manner with the desire to exceed the expectations of each volunteer, camper, guest and team member.

The Food Service Director shall be directly responsible to the Camp Manager.

GENERAL RESPONSIBILITIES

- Plan menus for all camp sessions and guest groups with dean’s or event coordinator’s recommendations
- Develop LSCA signature dishes and menus
- Promote practices that reduce waste while maintaining a fresh, high quality dining experience.
- Provide subordinate kitchen staff with daily menus, recipes and prep/task lists for all meals, this should include quantities, guest counts, mealtimes, and a comprehensive list and plan for all meal components including any dietary restriction plans.
- Supervise general cleaning of the kitchen, food storage, food handling and preparation, (including the monitoring of food temperature) in accordance with Health Department regulations.
- Prepare food and kitchen supply orders for vendors.
- Any shopping that needs to occur, whether this is through ordering from main supplier GFS, or going to smaller stores to get items unavailable through main supplier.
- Receive, verify order and store food deliveries or train and designate an appropriate staff member.
- Track food costs and trends in accordance with budget.
- Set kitchen schedules and ensure that meals are served at the times indicated in the program schedule.
- Monitor equipment condition and make recommendations for replacements, upgrades and repair.
- Recruit and give oversight and direction to church volunteers during the summer and for special events.
- Determine menus for campers and guests with dietary restrictions and be the primary contact for guests or the parents of campers with dietary restrictions
- Effectively manage and mentor the rest of the kitchen staff as a leader in Christian Service
- Make adjustments as a result of evaluations or recommendations from the management.
- Attend staff meetings and special celebrations and other meetings as requested.
- Perform all other duties as assigned.

Food Service Director pg. 2

SUPERVISION RESPONSIBILITIES

- This is a supervisory position that typically requires the oversight of at least 3-5 food service employees and volunteers.

Qualifications

- Passion and ability to cook “from scratch” for large numbers of people.
- Good interpersonal and communication skills
- Have a minimum of 4 years in food service industry, bulk production experience such as cafeteria or catering environments preferred
- Have a minimum of 2 years experience in a supervisory or managerial position
- Have required professional certifications FSMC (Food Service Manager Certification) from ANSI approved course, First Aid, CPR
- Able to pass background screening
- Have current drivers license and able to drive company vehicles as necessary

Work Expectations (Summer Season)

FULL TIME SALARIED: During this season (typically May15 -August 15) the FSD will work ALL scheduled sessions of camp and any additional hours needed for planning, ordering, etc.

Responsibilities include all general food service responsibilities listed previously in addition to the following:

- During the summer, the FSD will be responsible for the direct preparation/supervision of one the daily meal shifts along with an assistant, either breakfast and lunch (typically 6am-2pm) or lunch and dinner (typically 10am-7pm).
- The FSD will prepare a plan and give direction for the alternate meal shift. Meal shifts may also include the preparation of menus for adventure camps, and snacks for discovery camps.
- Assist as needed with the hiring and recruitment of summer kitchen staff
- Communicate with deans prior to camp session to plan session’s meals and any additional food service needs such as special snacks, meals, etc. Be open to accommodating requests as much as possible and work with the deans and staff to create an exceptional experience for the campers.
- Delegation of responsibility as needed to adhere to the hours allotted
- Open communication with camp management regarding other kitchen staff
- Allow summer kitchen staff some freedom (as it is earned) to accomplish tasks without constant supervision
- Allow opportunities for creativity and improvement of the food by the kitchen staff
- Thoroughly communicate all special food needs for the session to the rest of the kitchen and program staff (i.e. special programs, closing programs and Adventure Camp)
- Communicate with Program Coordinator to ensure that items from GFS for housekeeping, canteen, popcorn, or snow cones are purchased to maintain inventory.
- Take leadership in staff devotions when requested.
- Prepare thank you gifts for deans
- Prepare thank you notes for kitchen volunteers

Work Expectations (August 15 to May 15)

PART TIME HOURLY: During this season the FSD will work on an hourly basis as needed, dependant on guest reservations and other camp events. This could mean as many as 50 hours or as few as 10 depending on the season and business. Smaller events (30 or fewer guests) may be run completely by the FSD, for larger events the FSD is expected to bring on additional staff as needed and create a reasonable work schedule for themselves and other staff.

Responsibilities include all general food service responsibilities listed previously in addition to the following:

- Assist as needed with the hiring and recruitment of seasonal retreat kitchen staff (these staff are hired on an as needed basis)
- Assist in the recruitment and scheduling of volunteers for camp events and fundraisers
- Train and prepare kitchen assistants and volunteers to perform the jobs assigned

Food Service Director pg. 3

- Ensure all licenses and certifications (staff food handlers etc.) are up to date and documented
- Communicate with guest groups prior to camp session to plan session's meals and any additional food service needs such as special snacks, meals, etc.
- Delegation of responsibility as needed to adhere to reasonable, sustainable hours
- Open communication with camp management regarding other kitchen staff
- Allow retreat kitchen staff some freedom (as it is earned) to accomplish tasks without constant supervision
- Thoroughly communicate all special food needs for the session to the rest of the assistant kitchen staff
- Communicate with Program Coordinator, Facilities Manager, and Camp Manager to ensure that items from GFS for housekeeping are purchased to maintain inventory
- Maintain open communication with the Program Coordinator to prepare for guest events and camp events effectively and efficiently

ADDITIONAL RESPONSIBILITIES

General:

- Assist Camp Manager in development and implementation of new programming that will meet the needs of the membership, revising existing programming to better fulfill the purpose of the camp, and providing adequate camping activities and opportunities for all of the camp's clientele.
- Work on planning special events related to the camp program and promotion
- Continually evaluate overall food program and make changes as necessary.
- Staffing, scheduling, and hiring for non-summer help

Retreat:

- Be available to assist the groups while they are on the premises, during work hours. It is not expected outside of work hours.
- Communicate with guest groups in the planning stages (no later than 30 days before) to set menus and all other food related needs including dietary restrictions, special requests, schedule (meal and snack times) and pricing.
- Communicate food related expectations including headcount deadlines, deposits, ability to accommodate special or high needs guests, etc.

Other Possible Responsibilities

- Maintain and coordinate the camp calendar with Camp Manager and Program Coordinator
- Routine correspondence (i.e. special letters, work day correspondence, etc)
- Some housekeeping

PERSONAL EXPECTATIONS

Team Concept

- Summer staff employees are to be willing to do any job asked of them. Full time and permanent staff should have the same willingness to act and serve "outside the job description"
- Care for the LSCA grounds. We need all eyes and hands. While walking, be constantly aware of potential risk areas, maintenance needs or trash that needs picked up.

General Life Style

- It is expected that permanent employees of LSCA participate in a local church.
- At LSCA we all want to live in a Christ-like manner toward this ministry, each other, and all of our campers, guests, and volunteers. In all of our interactions, actions and decisions, we must remember that we do represent LSCA and more importantly, Christ.
 - ⇒ 1 Peter 3:8-12 Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble. Do not repay evil with evil or insult with insult. On the contrary, repay evil with blessing, because to this you were called so that you may inherit a blessing. For, "Whoever would love life and see good days must keep their tongue from evil and their lips from deceitful speech. They must turn from evil and do good; they must seek peace and pursue it. For the eyes of the Lord are on the righteous and his ears

Food Service Director pg. 4

are attentive to their prayer, but the face of the Lord is against those who do evil.”

⇒ Galatians 5:22-6:2 But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the flesh with its passions and desires. Since we live by the Spirit, let us keep in step with the Spirit. Let us not become conceited, provoking and envying each other. Brothers and sisters, if someone is caught in a sin, you who live by the Spirit should restore that person gently. But watch yourselves, or you also may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ.

- Ensure that personal social media does not promote anything contrary to a Christian lifestyle.

Mandatory Camp Events

- Board Meetings
- LSCA Fundraisers
- Volunteer Work Days (unless absence is authorized by management)
- LSCA hosted retreats / events
- *It should be anticipated that all such events are attended typically from prior to start time until after the last guest/participant has left and adequate clean up is complete.*