

Food Services Director

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 and the ministry of hospitality. The Food Service Director (FSD) supports the ministry of Lake Springfield Christian Assembly by planning and preparing delicious meals for guests through the Summer Camp Season and throughout Retreat Season. They help exceed guest and camper expectations of the over all camp experience by providing healthy, timely meals and a quality dining experience. This person must exhibit excellent use of food service equipment and be able to organize and manage shift cooks and kitchen staff. The FSD 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 part time position. Housing is not included.

JOB DESCRIPTION

Under the direction of the management of LSCA, the Food Services Director (FSD) will oversee 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.

The Food and Custodial Services Director shall be directly responsible to the Camp Manager.

GENERAL RESPONSIBILITIES

- Lead all facets of food service at camp. This includes but is not limited to: Manage and lead all kitchen staff with all meal prep to serve up to 220 people during the summer and meeting the varying needs of the retreat season.
- Plan menus for all camp sessions and guest groups
- 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 beverages and any dietary restriction plans.
- Manage staff execution of all food service tasks. This includes scheduling, ensuring quality work, and any follow-up for corrective action.
- 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 Kohl Foods, 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.
- Maintain Food Manager's certificate

Food Services Director pg. 2

- Maintain proper training in handling food for all new hires and current staff.
- Act as lead chef.
- This is a supervisory position that typically requires the oversight of at least 3-5 food service employees and volunteers.

QUALIFICATIONS

General

- Passion and ability to cook “from scratch” for large numbers of people.
- Good interpersonal and communication skills
- Able to pass background screening
- Able to exercise basic critical thinking and take appropriate level of initiative
- Able to lift 30-50 lbs
- Able to be on feet for 3-5 hours at a time

Education

- High School Diploma or equivalent required
- Some college preferred
- Culinary training a plus

Experience

- Have a minimum of 2-3 years in food service industry, bulk production experience such as cafeteria or catering or hospitality / hotel environments preferred
- Have a minimum of 2 years experience in a supervisory or managerial position is preferred

Licenses and Certifications

- Have required professional certifications FSMC (Food Service Manager Certification) from ANSI approved course, First Aid, CPR
- Have current valid drivers license and clean driving record and able to drive company vehicles as necessary

KNOWLEDGE OF

- Safety procedures appropriate to duties
- Excellent cooking skills and understanding of working in a commercial kitchen
- Principles and processes for providing excellent customer service. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Managing departmental budget and demonstrated knowledge of commercial food ordering
- Working knowledge of Microsoft Office

PHYSICAL DEMANDS

- Ability to use up to 50 pounds of force occasionally
- Ability to grasp, push, pull, carry, or otherwise manipulate objects

Work Expectations (Summer Season)

- **FULL TIME** : During this season (typically May15 -August 15) the FSD will work ALL scheduled sessions of camp or retreats and any additional hours needed for planning, ordering, etc. This is roughly 40 hrs per week with some overtime.
- 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 two 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.
- 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.

Food Services Director pg. 3

- 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
- Thoroughly communicate all special food needs for the session to the rest of the kitchen and program staff (i.e. special programs and Adventure Camp)
- Communicate with Assistant Director to ensure that items from supplier for housekeeping, canteen, popcorn, or snow cones are purchased to maintain inventory.

Work Expectations (August 15 to May 15)

- PART TIME: During this season the FSD supplement food service 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)
- Train and prepare kitchen assistants and volunteers to perform the jobs assigned
- 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
- Thoroughly communicate all special food needs for the session to the rest of the assistant kitchen staff
- Maintain open communication with management team to prepare for guest events and camp events effectively and efficiently

PERSONAL EXPECTATIONS

Team Concept

- Summer staff employees are to be willing to do any job asked of them. Year round 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 or repaired.
- Agrees (as much as possible) to not submit resignation effective during the months of May thru mid-August because of the hardship that would create for the ministry, providing no extenuating circumstances prevail.

General Life Style

- It is expected that permanent employees of LSCA participate in a local church.
- Commitment to Christian principles and teachings both professionally and personally. Must be able to fully support LSCA's Statement of Faith and Core Values.
- 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.
- Ensure that personal social media does not promote anything contrary to a Christian lifestyle.

Mandatory Camp Events

- LSCA Fundraisers
- Volunteer Work Days (unless absence is authorized by management)
- LSCA hosted retreats / events
- General Board Meetings
- *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.*

BENEFITS

- Compensation: \$17-\$20 per hour, DOE
- Aug-May 15-30 Hr per week when needed, May-Aug Full Time plus Over Time
- Meals when served