

Job Title: Food Services Manager
Date: Dec 9th, 2024
Responsible to: Camp Director

General:

Under the direction of the Camp Director this position is responsible for all food services; including the preparation, storage, ordering and inventory of same on a seasonal basis. In conjunction with the Camp Director, the Food Services Manager is responsible for the recruitment of kitchen volunteers and staff, and is responsible for the care and oversight of all personnel in the kitchen. All employees will foster an environment conducive to furthering the values and goals of Eagle Bay Camp.

POSITION REQUIREMENTS:

- Be a mature and dedicated person, who senses a strong commitment to camp ministry and what could be accomplished through quality teamwork and the preparation of great food.
- Be able to direct, oversee and organize staff, volunteers, and student leaders in the preparation of food and management of all food services.
- Foster an encouraging culture in the kitchen. This includes contributing positively to the overall spiritual leadership of Eagle Bay Camp.
- Be able to cook or oversee the preparation of up to 30-200 people daily.
- Have Food Safe Certificates I & II in accordance with Provincial Regulations and adhere to all Interior Health regulations.
- Recruit volunteers and, along with Camp Director, hire all assistant kitchen staff as required.
- Ensure that guests and colleagues are communicated to in a friendly manner, which contributes to experience of hospitality.
- Have at least 3 years of kitchen experience and possess strong leadership and cooking skills.
- Have a servant attitude with a gracious spirit.
- Be self-motivated
- Excellent administration skills
- Ability to effectively communicate, manage conflicting demands, and work with a high degree of flexibility.
- Given extend periods of time standing and the high pressure nature of this work, you must have the physical and emotional abilities to perform this position.

DUTIES:

1. Administration:

- Prepare all meals at Eagle Bay Camp, which includes all guest groups, retreats and summer camps.
- Communicate with and adhere to all applicable regulations and health authorities.
- Be responsible for the overall cleanliness of the kitchen, its equipment, all food storage and the dining hall.
- Be responsible for kitchen safety, ensuring proper training and use of all equipment. Reporting all equipment failures to the Maintenance Manager.

- Be responsible for keeping records and filing reports in connection with all food service operations, which includes menus/meal plans.
- Manage the food service department in an efficient manner while following EBC budgets and fiscal guidelines.
- Prepare, by October each year, a Food Services Budget for submission to the Board Finance Committee.
- Ensure all Food Services and kitchen expenditures are as approved in the annual budget each year.
- Prepare a year-end inventory of all food on camp property.
- Ensure all kitchen facilities are started up each season
- Ensure all kitchen facilities are shut down in off season.

2. Public Relations:

- In conjunction with the Camp Director, promote the camp in the business community and the community at large.
- Foster good public relations within the camp community and all guests of EBC.
- Ensure, at all times, that Eagle Bay Camp policies and guidelines are met.

3. Employment:

- Working hours vary depending on the time of year and kitchen demands. The Camp Director will work with the Food Services Manager to ensure a healthy and sustainable work environment.
- Weekend work will be required.
- During busy seasons it is preferred that the Food Services Manager lives onsite. Accommodations are made available.
- Terms and conditions of employment will be outlined in an Employment contract to be negotiated separately from this job description.
- Position may be seasonal or year-round fulltime. Position comes with Extended Health Benefits.
- A yearly evaluation will be done by October of each year. This evaluation will be carried out by the Personnel Committee and the Camp Director.

Note:

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.