



## **Food Service Manager**

### *Job Description*

**Mission:** To encourage youth, adults, and families to discover and strengthen a life-changing relationship with Jesus Christ through high-quality Christian camp experiences that consistently proclaim Jesus and reflect His love.

**Vision:** Lake Beauty Bible Camp (LBBC) is a place set apart where the heart, mind, body, and soul of every guest can encounter the living God.

#### **Organizational Relationships:**

- o Reports to the Camp Director.
- o Communicates and collaborates with the other LBBC departmental heads.
- o Provides direction, oversight, and support for LBBC Kitchen Associates, interns, summer staff, and volunteer workers.

#### **Position Overview:**

The Food Service Manager provides a professional, consistent, and safe presence within the kitchen. This position plans and prepares delicious meals for summer and retreat season guests at Lake Beauty Bible Camp. He/she provides training and oversight to year-round and seasonal kitchen staff, as well as any volunteers who offer to help. This position also manages the logistical aspects of food service - ensuring thorough preparation, smooth execution, and adequate shut down. The Food Service Manager promotes meal-time Christian fellowship by ensuring that all areas of the food service program are held to a high standard of quality.

#### **Education and Experience:**

- o An associate degree is required (AA, AS, AAA, or AAS). A culinary or food management related degree is a plus.
- o At least two years' experience working in food service or positions.

#### **Job Responsibilities:**

##### **1. Camp and Retreat Meal Preparation**

- a. Create menus and recipes for all guest related meals and snack times.
- b. Maintain an accurate record of all food inventories.
- c. Order all needed food products and supplies.
- d. Maintain a food service budget and track spending.
- e. Utilize upcoming event numbers to estimate appropriate food quantities.
- f. Train and provide work direction for LBBC Kitchen Associates, interns, summer staff, and volunteers.

##### **2. Safe Kitchen Management**

- a. Maintain a clean and orderly work environment within the kitchen and dining areas.
- b. Ensure all sanitation, food storage, and food preparation regulations are followed.
- c. Oversee that proper cleaning and maintenance is done on all kitchen areas and equipment.
- d. Maintain positive relationships with Health Inspectors, ensuring compliance with all standards and requirements through the inspection process.
- e. Create and enforce a weekly kitchen cleaning schedule.
- f. Formulate and maintain a sanitary system for the storage of leftover food reserved for LBBC staff.

### 3. **Guest Serving and Dietary Accommodations**

- a. Delegate responsibility and actively participate in all meal preparation and serving times.
- b. Maintain food quality standards, including appearance, taste, and nutritional requirements.
- c. Ensure that guests are served a reasonable variety of meal options during their stay.
- d. Appropriately and creatively work with any food allergies or sensitivities.
- e. Ensure that all serving areas are functional and stocked, namely the serving line and drink station.

*Additional:* Work with other departments as needed to clean, prepare, and help maintain camp areas.

#### **Desired Knowledge, Skills, and Abilities:**

- o Responsible, organized, and able to prioritize and handle multiple projects at once.
- o Able to complete tasks with minimal supervision.
- o Can exercise foresight and envision the guests' experience before it happens.
- o Ability to communicate effectively with superiors, peers, and subordinates.
- o Able to build relationships with LBBC guests and receive their input.
- o Can effectively lead groups of workers who demonstrate a wide range of abilities.
- o Proficient in delegation and task management.
- o Can determine appropriate meal options and quantities based on an upcoming group's needs and age.
- o Can safely lift heavy loads of up to 40lbs, maneuver in crowded spaces, and can handle long periods of standing.
- o Can work safely around potentially hazardous equipment, including hot and sharp objects.
- o Holds a working knowledge of cooking skills and equipment usage common to the duties of this position.
- o Can maintain cooperative and effective professional relationships.

**Type of Position:** Full-Time, Salary, Year-Round

#### **Desired Licensure/Certification:**

- o Possess a valid driver's license with a clean driving record.
- o ServSafe (or equivalent) certification or the ability to acquire certification within 120 days of employment.

*Apply at [lbbc.com/employment](http://lbbc.com/employment)*

**Lake Beauty Bible Camp**

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