



## 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:** LBBC is a place set apart where the heart, mind, body, and soul of every guest can encounter the living God.

### **Organizational Relationships:**

- Reports to Executive Director
- Responsible for Food Service Associate
- Coordinates with Guest Services Director, Solid Rock Director, Program Director, and Properties Manager

### **Overview:**

The Food Service Manager provides a professional, consistent, and safe presence within the kitchen. The Food Service Manager plans and prepares delicious meals for summer and retreat season guests, and Solid Rock students at Lake Beauty. In addition, this position is responsible for cooking daily meals, overseeing daily meal schedules, purchasing supplies/equipment, creating/maintaining departmental budgets, and assisting in training staff within the kitchen and dish room.

### **Job Responsibilities:**

- Creates menus and recipes for breakfast, lunch, and dinner service.
- Prepares food and/or supervises all meal preparation.
- Ensures that guests are served a reasonable variety of meal options.
- Maintains an accurate record of all food inventories. Orders all needed food products and supplies.
- Maintains a clean and orderly work environment within the kitchen and dining areas.
- Plans menus and food ordering for various groups to maintain a set budget.
- Trains and provides work direction to others as assigned; performs lead duties in the food service area.
- Ensures all sanitation, food storage, and food preparation regulations are followed.
- Deals appropriately and creatively with any food allergies or sensitivities.
- Estimates quantities needed to adjust or extends recipes to appropriate quantities; maintains food quality standards, including appearance, taste, and nutritional requirements.
- Arranges cooking schedule and storage of cooked items to ensure proper temperature of hot foods at serving time.
- Cleans food service equipment, stores food supplies, and complies with sanitation and safety procedures. Does a thorough walk-through at the end of the shift to ensure all equipment is clean, put away, and turned off.
- Operates a variety of standard food preparation appliances such as ovens, grills, electric mixers, slicer, and griddle pans.
- Maintains and stocks the drink service area. Assures that the equipment is clean and functional at all times.
- Maintains positive relations with Health Inspectors, ensuring compliance with all standards and requirements through the inspection process.
- Assists in storing unused food and supplies.
- Performs related duties as assigned.

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

**Desired Education and/or Experience:**

- High school diploma or equivalent is required; college/culinary school is preferred.
- Some experience in cooking for large groups is required.
- Food service management experience is preferred.

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

- Knowledge of camping ministry to effectively work with other directors and train and lead program interns, summer staff, and volunteers.
- Ability to effectively manage time to plan and program daily, weekly, and camp session menus.
- Ability to effectively lead, organize, and communicate in large and small groups of people, from children to adults.
- Ability to work in a fast-paced environment and flexible hours.
- Ability to prepare and cook various foods following standardized recipes to achieve required taste, appearance, and nutritional standards.
- Ability to affect food use efficiently in large-scale food preparation.
- Ability to exercise independent thinking while keeping your supervisor updated.
- Ability to adapt menus to accommodate individual dietary needs and/or medical limitations.
- Ability to understand and maintain cooperative and effective working relationships.

**Desired Licensure/Certification:**

- Serve Safe Certified and has a Current Food Service License, or willing to get both.
- Have a valid driver's license and clean driving record.

**Working Conditions:**

1. Environment:
  - Works primarily indoors in a kitchen, dining hall, or office environment. Some limited exposure to physical risk while working with cooking equipment.
  - Food Preparation environment including motorized kitchen equipment and sharp kitchen tools.
  - Subject to heat from ovens and grills.
2. Physical Abilities:
  - Ability to withstand prolonged standing, stretching, bending & kneeling without restriction.
  - Lift or carry a minimum of 40 lbs.
  - Dexterity of hands and fingers to operate kitchen equipment.
  - Vision to read recipes to measure appropriately.
3. Hazards:
  - Working around and with kitchen equipment and tools, having moving parts and sharp blades.
  - Wet floors and surfaces.

Send Resume and Cover Letter to Executive Director Phil Tolbert at [phil@lbbc.com](mailto:phil@lbbc.com).