

CAMP ASSINIBOIA FOOD SERVICES COORDINATOR (1.0 FTE)

JOB DESCRIPTION

Start date: August 23, 2021

Revised July 2021

The Food Service Coordinator is responsible for the management and coordination of the kitchen; providing supervision and training to kitchen staff and volunteers, planning menus in consultation with guest groups, ordering food and supplies, and managing the budget in a cost effective manner.

Accountability

The Food Services Coordinator is accountable to the Camp Assiniboia Site Manager.

Qualifications

1. Experience and training in food service management.
2. Must have strong interpersonal skills and an ability to foster and maintain a positive, safe work environment for kitchen staff and volunteers.
3. Knowledge of the equipment and procedures for a commercial kitchen.
4. Ability to hire, recruit, interview, evaluate and supervise kitchen staff and volunteers.
5. Ability to plan nutritionally sound meals for a diverse range of people & special events as well as for those who have allergies or special diet requirements.
6. Ability to prepare menus that incorporate food grown from our gardens. Food must be tasteful and visually appealing.
7. Ability to work around hot equipment and to work in a warm environment; ability to stand for extended periods and able to lift up to 20 kilos.
8. If living on site, serving as an "on-call" person as needed.
9. Must be at least 18 years old; have a valid food handler's license, and driver's license.
10. Experience or interest in camping ministry an asset.
11. Alignment with the goals and values of Mennonite Church Manitoba. See also MCM's Lifestyle Code and Statement of Faith. Copies available upon request
12. Must adhere to MCM's personnel policy.

Responsibilities

The Food Services Coordinator (FSC) is responsible for all aspects of providing appealing and nutritional food service to camp guests. Specific duties include:

Specific

- 1) Supervision
 - a) Supervise all kitchen activities, including food preparation, serving of meals, orderly storing of food, utensils and supplies, cleaning of equipment.
 - b) Enforce all regulations, including Department of Health regulations, Manitoba Camping Association standards, Camps with Meaning policies, Assiniboia Procedures Manual.
 - c) Recruit, train and schedule volunteer and paid casual help and summer kitchen staff.
- 2) Planning

- a) Develop a unique food service that reflects good nutritional standards, creative menu planning, sensitivity to special needs such as allergies and healthy human relations. This food service to include summer program, guest groups, banquets and weddings.
 - b) Plan appropriate menus for each group, contacting them in advance when necessary.
 - c) Provide recipes and training for preparation of campout meals. Serve some meals outdoors. Use leftovers effectively.
- 3) Purchasing
 - a) Order or shop for food for each menu in a timely and cost effective manner.
 - 4) Reporting
 - a) Keep accurate records of menus for each group. Keep an up-to-date monthly inventory.
 - b) Report annually to Manager, including listing ideas for improving service.
 - c) Update Food Service Section of CA Procedures Manual upon request.
 - 5) Act as Head Cook as needed, preparing and presenting food attractive and meals.
 - 6) Profession and Team
 - a) Proactively pursue professional and program development, e.g. camping conventions.
 - b) Attend and contribute to CA staff meetings and Camps with Meaning Staff meetings.

Evaluation

There will be an informal review after six weeks and a formal performance review at six months review followed by annual evaluations. Performance measures may include guest group ratings of food service, cost per meal, meals per labor hour, and input from staff and volunteers.

Working Conditions

Flexibility of scheduling of daily work is required. Weekend work will be expected. Daily shifts will generally be 8 hours in length. Overtime hours (beyond 8 per day or 40 per week) must be authorized by the Site Manager.

Salary

Salary is based on the demands of the job and the qualifications and experience of the applicant as assessed according to the MCM Salary Scale. Benefits include pension, life insurance and long-term disability, dental plan.

Housing and Food

Housing may be available on site. Rent is charged. It is preferred that the employee live on site. Meals are available at no cost when groups are being served during the employee's shift.

Vaccination Policy

New employees must provide proof that they are fully vaccinated against COVID-19 or are willing to be fully vaccinated within 45 days of being hired. Those who produce proof from the Government of Manitoba that states that there is a medical reason to not receive a COVID-19 vaccine are exempt.

Inquiries should be directed to David Hogue, Resident Manager at 204-782-3019. Applications will be accepted until this position is filled. Applicants should send a resume along with the names of three references, in confidence to: assiniboia@campswithmeaning.org.