

## **CAMP ASSINIBOIA FOOD SERVICES COORDINATOR (1.0 FTE)**

### **JOB DESCRIPTION**

Revised March 2025

**Position Summary:** The Food Services Coordinator oversees kitchen operations to ensure a well-managed, welcoming dining experience. Responsibilities include supervising staff and volunteers, planning and preparing menus, ordering food and supplies, managing the budget, and ensuring compliance with Mennonite Church Manitoba policies and all relevant safety standards.

**Accountability:** Reports to the Director of Camps with Meaning.

### **Qualifications**

1. Experience and training in food service management.
2. Strong interpersonal skills to foster a positive, safe work environment.
3. Knowledge of commercial kitchen equipment and procedures.
4. Ability to recruit, hire, train, and supervise staff and volunteers.
5. Skill in planning and preparing nutritious, appealing meals, including meals for special dietary needs.
6. Commercial or large group cooking experience.
7. Ability to incorporate produce from camp gardens into meal planning.
8. Comfortable working in a warm kitchen environment, standing for extended periods, and lifting up to 20 kg.
9. Must be at least 18 years old with a valid food handler's license and driver's license.
10. Experience or interest in camping ministry is an asset.
11. Alignment with Mennonite Church Manitoba values, including adherence to MCM's Lifestyle Code and Statement of Faith (available upon request).
12. Compliance with MCM's personnel policy.

### **RESPONSIBILITIES**

#### **1) Supervision**

- Oversee kitchen operations, including food preparation, service, storage, and cleaning.
- Ensure compliance with health and safety regulations.
- Recruit, train, oversee and schedule volunteers and staff.

#### **2) Menu Planning**

- Develop nutritionally balanced, appealing menus in collaboration with Guest Service Coordinator.
- Communicate with guest groups to accommodate dietary needs in collaboration with Guest Service Coordinator.
- Provide training and recipes for campout meals and outdoor dining.

## **2) Other duties**

- Serve as Head Cook and/or in the service line when needed.
- Guest relations: respond to guest inquiries, manage unexpected dietary needs, be welcoming and hospitable to guests.
- Other duties as assigned.

## **4) Purchasing**

- Order food and kitchen supplies in a timely, cost-effective manner.

## **5) Reporting**

- Maintain records of menus and inventory.
- Provide an annual report with recommendations for improvements.
- Update the Food Service section of the Assiniboia Procedures Manual as needed.

## **6) Teamwork**

- Participate in Assiniboia and Camps with Meaning staff meetings.

## **EVALUATION**

- Informal review after six weeks.
- Formal performance review at six months, then annually.
- Performance measures include guest feedback, cost per meal, and staff input.

## **WORKING CONDITIONS**

- Flexible scheduling, including some weekends.
- Standard shifts are 8 hours.

## **COMPENSATION**

- Salary based on qualifications and MCM Salary Scale.
- Benefits include pension, life insurance, long-term disability, and dental plan.

## **APPLICATION PROCESS**

For inquiries, contact Dorothy Fontaine, Director of Camps with Meaning

☎ 204-791-3863

To apply, send a resume and three references, in confidence, to:

✉ [dfontaine@mennochurch.mb.ca](mailto:dfontaine@mennochurch.mb.ca)

*Applications accepted until the position is filled.*