**Food Service Manager**

**Krislund Camp & Conference Center**

**Position Description:**

The Food Service manager is responsible for the safe, sanitary and efficient operation of the kitchen, ensuring standards of quality required for this vibrant and growing ministry. The Food Service Manager will reflect Christian hospitality in serving the needs of Krislund campers, retreats, conference and meeting guests and visitors using Krislund facilities. Experience with a diverse customer base from very casual and wholesome camp cuisine to upscale events and receptions for a wide variety of groups is important. Hours are flexible as required, with heaviest workload during summer camping season.

**Essential Functions:**

1. Hire, train and schedule food service staff to include service staff as required
2. Plan and organize daily food production, including:
   1. prepare daily work assignments and preparation requirements
   2. develop purchasing specifications
   3. order all necessary food, beverage and supplies
   4. assist with food preparation and service as needed
   5. develop and maintain meal quality and service standards
   6. develop and maintain event menus (on and off premises) to include standardized recipes in compliance with local, state and federal regulations and guidelines.
   7. ensure cleanliness and sanitation of kitchen, kitchen equipment and food service areas
   8. maintain all kitchen equipment in a safe and responsible manner
3. Prepare cost of meal analysis, assist with development of food service budget and work within the parameters of the approved food service budget
4. Develop standard menus for daily food service and special menus for unique functions
5. Conduct monthly inventories
6. Ensure all food service workers (staff or volunteer) comply with health and food safety standards
7. Manage the laundry, assist in organization and cleaning of dining room and rest rooms.
8. Other duties as assigned.

**Qualifications:**

1. High school diploma or equivalent
2. At least 3 years of experience in food service management
3. Must have knowledge and experience with quantity meal planning and preparation
4. Must have knowledge of local, state and federal reporting requirement.
5. Must either have or obtain current ServSafe Manager certification
6. Must have at least 2 years of supervisory experience
7. Must obtain clearances and hold a valid CPR/AED card within 30 days of hire

Updated: 2-14-20/kab