

Position Title: Kitchen Manager
Department: Food Services
Reports to: Executive Director
Effective Date: January 2018

The kitchen manager is responsible for providing quality meals to all guests, campers and staff while managing all aspects of a busy kitchen including up to four other kitchen staff. All meals must meet or surpass dietary nutritional requirements while keeping within the approved food budget. The food services team contributes to the mission of Gracefield Christian Camp through the ministry of hospitality. The kitchen manager will also be responsible for the ordering and receiving of food and the maintenance of food inventory. The kitchen manager will also work closely with the office administration to ensure any special dietary requirements of guests are known and provided for appropriately.

Roles, Responsibilities and Tasks:

1. Prepare all meals, including daytime and evening snacks for all summer campers, staff and weekend retreat guests.
2. Use hygiene and food safety practices in all aspects of kitchen service
3. Keep food inventory up to date and ensure the food budget is not compromised
4. In conjunction with our food supplier representative, order necessary foods and ensure ample supplies are on hand
5. Supervise all kitchen staff including assigning tasks, rotating responsibilities, tracking hours worked and providing a bi-monthly written evaluation to staff
6. Maintain a friendly and welcoming environment for everyone
7. Ensure guests with dietary restrictions are provided with good quality meals during their stay
8. Prepare a two week camp menu in accordance with the ACQ requirements or use a previously approved menu following all of the recipes and menu plans
9. Daily cleaning of the kitchen

Gifts, Skills, Experiences, Qualities and Position Requirements:

1. Previous experience in the food service industry including food preparation
2. Must hold a current Food Services Handlers certificate issued by the Ministry of Agriculture, Pêcheries et Alimentation of Quebec or equivalent
3. Ideal candidate will be a committed Christian, with a dedication to Christ and his/her church. His/Her life should exemplify the Christian "good news" of the gospel.
4. Good stamina and endurance, able to perform long hours of physical work
5. Able to lift 20 kg unassisted
6. Previous supervisor experience
7. Pleasant and open personality and an ability to relate to guests and campers

Screen Procedure: In accordance with the *Leading with Care* policy of The Presbyterian Church in Canada, screening of adults involved in ministry with children and youth includes completing a teacher/leader form, and, in the case of prospective teachers/leaders, an interview by two people, a reference check, and a Police Records Check for high risk ministries.

Support, Supervision and Evaluation: The kitchen manager reports to, and takes direction from, the Executive Director or designate. Regular feedback and evaluation will be conducted frequently with a written assessment of performance completed monthly.

Schedule and commitment: The kitchen manager will be provided with accommodations and meals. This position comes with a 24-hour responsibility, with time off each day (to be arranged with the Executive Director). In addition to this the kitchen manager receives one 32 hour period off each week.