



Position: Kitchen Manager

Reports to: Operations Manager (OM) or Managing Director (MD)

Schedule and commitment:

This position is full time, May through October and then part time November through April.

General description:

The **Kitchen Manager** is responsible for working with the Operations Manager (or Managing Director) in the planning and the execution of Food Services at Gracefield Christian Camp and Retreat Centre. This includes, ordering food and advising when there is kitchen supplied and equipment that needs to be repaired or replaced.

Specific Responsibilities:

Kitchen Manager:

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. Abide by all CNESST requirements for kitchen/restaurant facilities;
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 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 the recipes and menu plans;
9. Ensure the proper daily cleaning of the kitchen.