

Pilgrim Pines Camp Food Service/Housekeeping Manager

Responsible to: Executive Director **Responsible for:** Food Service Workers.

Salary- \$22-\$28 per hour (includes nights and weekends)

Hours- Most weekends, all summer and as camp books guests

These job specifications should not be construed to imply that these requirements are the exclusive standards of this position. Personnel will follow other procedural instructions, and perform any other related duties, as may be required, or amended from time to time. Please prioritize tasks and responsibilities. This will be an hourly position

Requirements:

- Maintain current Food Handlers Card as well as all other Health Dept. standards
- Plan, prepare and supervise all meals service for the camp
- Maintain stock of food and cleaning items
- Work with guest on dietary need and desires
- Be creative with meal service.
- Able to be on feet for long periods of time
- Cleaning the camp after Guest Groups including, but not limited to: mopping and washing windows, cleaning bathrooms, sweeping, laundry...
- Able to be flexible with hours
- Transportation to and from the camp
- Pass annual background check, CPR and AED certified
- Able to read and follow a recipe
- Basic computer work to place orders, file receipts and reports as needed
- Willing to be a part of a team and willing to further the mission and vision of Pilgrim Pines Camp. Willing to be kind and inclusive of all who participated in the ministry of the camp.

Specific Responsibilities:

1. All meal service including: menu planning, shopping, preparing and cleaning up all meals.
 - Meals should be nutritionally balanced, served on time, be creative and portions should be controlled.
 - Any dietary restrictions should be planned for and accommodated as much as possible
 - Will direct any food service staff
2. Be welcoming and hospitable to all guests as a representative of Pilgrim Pines Camp.
 - Make sure coffee and other beverages are readily available upon guest arrival
 - The dining room is prepped and ready for guest use
 - Introduced the meal so guests know what is being served and what portions are
 - Helping to serve guests as needed
 - Staying flexible to work with groups and their needs

3. Keep supplies stocked.

- paper goods, cleaning supplies and all food service supplies

4. Keep the camp facilities clean. Including but not limited to:

- Washing dishes

- Keep kitchen clean, including sweeping and mopping of floors

- Emptying trash

- Cleaning and restocking restrooms

- May be asked to drive utility cart on camp campus for transport of supplies or trash

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to be on your feet for long periods of time.
2. Must be able to read and communicate
3. Must be able to lift 20-40lbs
4. Must be able to take extreme temperatures of the kitchen and camp climate
5. Must be able to hear well enough to communicate.
6. Must be able to work standard kitchen tools/appliances
7. Must be able to reach, climb, bend, and navigate the terrain of camp.
8. Must be able to use a computer for basic ordering and filing

Core Competencies:

Cooperation: Committed to a positive working relationship with the Executive Director, other staff, and all camp users; takes initiative but also checks in with supervisor about suggestions, new ideas, and concerns; acts as a team player.

Hospitality: Genuinely welcomes and greets all persons interested in the Camp in person or on the phone with a positive and warm presence; offers help and encouragement; is clear about how answers will be found to questions if answer is not known by the staff person.

Organization: Prioritizes work assignments with an ongoing and updated task list; meets deadlines; learns and applies Camp policies and procedures, prioritizing safety and health policies; is able to multitask; is able to be interrupted while working and respond positively to new or unexpected situations.

Confidentiality: Uses diplomacy and tact in all relationships; keeps appropriate boundaries of confidentiality in communicating information about other staff and all camp users; shares frustrations and concerns only with the Executive Director or Board; acts with integrity and trustworthiness as a public representative of the Camp.

Communication: Facilitates open and clear communication about the Camp's (facility/kitchen/etc) needs between staff, Executive Director, and Board; follows up on tasks promptly and updates all those who are affected.

Promotes Camp's activities and mission: Is able to articulate and support the Camp's mission and vision; is aware of and enthusiastic about the Camp's events, programs, and opportunities and ready to answer questions about and promote them; encourages new people to participate.

To apply for this position please email your resume to Executive Director Tracey Brown at pinestransitionteam@gmail.com

For questions/clarifications please email Tracey Brown at pinestransitionteam@gmail.com

*The position will remain open until the right candidate has been found but the team is anxious to fill it soon.