

# Food Service Assistant

TAPAWINGO SUPPORT STAFF



## JOB DESCRIPTION

The Food Service Assistant's position oversees the daily operation of the food service department, including the communication with chefs, understanding the food delivery timeline, and implementation of new operational practices pertaining to service management. You report directly to either the Assistant or Director of Tapawingo, depending on the day.

## REQUIREMENTS

The following are preferred or required:

- At least 18 years of age
- Agree to our Statement of Faith
- Able to lift heavy boxes and be physically mobile for tasks
- Previous camper or employee preferred

## RESPONSIBILITIES

- Oversee set-up, service, and clean-up of camp meals as outlined in staff guidelines.
- Manage the inventory and ordering of food, equipment, and supplies
- Arrange for routine maintenance, sanitation, and upkeep of the camp kitchen, equipment, and facilities.
- Supervise all hike food and assist counseling staff with organizing these items for hikes.
- Make reports, recommendations, and plans regarding food service quality.
- Learn state health requirements and ensure camp's compliance with any and all food service and maintenance/sanitation standards.
- Assist in compliance with fire safety and emergency procedures.
- Assist in the completion of Audit and NYSDOH paperwork.
- Meet with Health Director to determine the course of action for campers and staff members with special health and dietary needs.
- Attend weekly administrative meetings with full-time staff.