

Food service/cleaning manager & Assistant

Purpose:

To oversee the food service and cleaning/maintenance needs of the camp

Responsible to:

Director/Assistant Director of Tapawingo

Responsibilities:

1. Oversee set-up, service and clean-up of camp meals as outlined in staff guidelines.
2. Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
3. Supervise all camper and support staff help in kitchen.
4. Supervise all hike food and assist counseling staff with organizing these items for hikes.
5. Make reports, recommendations and plans regarding food service quality.
6. Perform support staff duties as needed.
7. Prepare end of summer report.
8. Be informed on state health requirements and ensure camp's compliance with any and all food service and maintenance/sanitation standards.
9. Assist in compliance with fire safety and emergency procedures.
10. Assist in completion of Audit and NYSDOH paperwork as it pertains to this position and as assigned by the Director of Tapawingo.
11. Meet with Health Director to determine course of action for campers and staff members with special health and dietary needs.
12. The Food Service Director will attend weekly administration meeting and the Assistant to the Food Service Director will attend weekly administration and counseling meetings.

Qualifications:

1. 18 years of age or older. (All staff this young will need to have been through our camping program at Tapawingo prior to working for Camp in this position. This will enable us to feel confident in their maturity and character.)
2. A Christian in agreement with the Camp's Statement of Faith.

Physical Requirements:

Physical ability to lift and carry heavy boxes (up to 50 pounds), physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more), and ability to safely and properly use kitchen equipment.