Food Service Director Job Description/Expectations & Wages Agreement
2025

DESCRIPTION

The position of Food Service Director is a full-time eight week, salaried position that is directly accountable to the Camp Administrator. Responsibilities include managing all aspects of the kitchen, including meal preparation, menu planning, food ordering, and managing staff/volunteers while in the kitchen.

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GENERAL QUALIFICATIONS/REQUIREMENTS

1. Must trust in Jesus Christ as their personal Lord and Savior, be growing spiritually and should feel called to nurture other younger staff in their daily walk with Jesus Christ

2. In agreement with the beliefs and mission of the Iowa Yearly Meeting

3. Team attitude, flexible spirit, people-orientation, emotional maturity

4. Must be able to produce tasteful meals for small as well as large groups

5. Must enjoy working with children and be able to supervise younger staff and volunteers

6. Must continually improve their cooking skills including Serv-Safe certification and other continuing education as able

7. Positively represent Camp Quaker Heights in all conversations both on the job and off, to both guests and other employees alike

8. Participate in bi weekly reviews with Camp Administrator

9. Position will average around 50-60 hours a week for eight weeks

10. Three sick days available

11. Can arrange for other time off with Administrator

12. Immediate family may use facilities and dine with staff but may not interfere with group usage or staff productivity

13. Maintain personal relationship with God and physical health to meet the demands of a 24/7 program. This will require that you use your time off wisely and regularly get enough sleep

SPECIFIC ABILITIES

1. Prior experience with food service preparation

2. Ability to work independently

3. Experience in supervising employees and volunteers

4. Good communication and organizational skills

5. Ability to interact comfortably with people

6. Skill in conflict management

SPECIFIC RESPONSIBILITIES

1. Develop possible menu options

2. Order all food and supplies

3. Utilize special pricing as available

4. Take part in/supervise all food preparation, serving, and clean up including new COVID cleaning procedures

5. Oversee quality and quantity control (seconds on most meals)

6. Present food in an attractive manner

7. Maintain a sanitary and clean kitchen

8. Train all staff/volunteers on responsibilities and expectations

9. Store food in a safe manner

10. Welcome groups, answer questions, and make guests feel comfortable in the absence of camp host

11. Assist in other non-foodservice camp areas as requested and as time allows

12. Facilitate any facility upgrade ideas and equipment needs to the Administrator

13. Monitor budget expenditures

14. Coordinate with guest groups to develop menus, schedules and allergy restriction

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