

Food Services Manager/Office Assistant Job Description/Responsibilities

The Food Service Manager at Inspiration Hills is responsible for the oversight of all kitchen functions in conjunction with the Executive Director and reports directly to the Executive Director.

The responsibilities of the Food Service Manager include:

- Oversight and participation in daily food preparation
- Scheduling suitable staff and volunteers to prepare, serve and clean up during all scheduled meals
- Supervision and training of staff and volunteers
- Working with the Executive Director to create and execute healthy, appetizing, cost effective menus and meals
- Ensuring appropriate inventory levels through menu planning and ordering of products
- Providing a weekly inventory of food and supplies to the Executive Director
- Ensuring that the special dietary needs of guest are met with professionalism
- Maintaining camp recipe files and preparation instructions
- Oversight of the kitchen, refrigeration, and storage areas to ensure that they meet the standards of the local health department
- Ensuring that kitchen maintenance is completed on a regular basis
- Maintaining daily refrigeration and dishwasher records
- Reporting problems or concerns immediately to the Executive Director
- Meeting with the Executive Director once a week to discuss food service schedules, menus, budgets, orders, and general concerns
- Availability for weekend work as needed

The responsibilities of the Office Assistant include:

- Write thank you notes for all contributions and self allocations
- Maintain and update (weekly) the donor database, and update the contribution and self allocation records
- Answer the camp phone when on duty and handle requests or forward to the appropriate staff member
- Write letters and process mailings as instructed by the camp director
- Maintain the general contact database and update on a regular basis
- Maintain (seasonally) the camper database
- Enter camper registration data into database and send out camper confirmations via mail or email
- Create datasheets for camper registration day that include address check, health/nurse information, special requests and food allergies
- Maintain and organize office files as instructed by camp director
- Assure that the office area is clean and all equipment is in good working order
- Meet with camp director once a week to discuss general concerns
- Other duties as assigned by the Executive Director

Qualifications:

- A minimum of two years experience in volume cooking and food preparation
- A minimum of two years supervisory experience
- A minimum of two years food service management experience, camp experience preferred
- A working knowledge of kitchen equipment and maintenance
- Current ServSafe Manager Certification or ability to attain it
- Knowledge of Access, Microsoft Office, Excel, Publisher and Microsoft Word "Mail Merge"