



JOB DESCRIPTION: Food Service Chef/Manager

This is a part time position in the summer (24-28 hours) and an on-call position in the off season.

Position Summary/Purpose

Little Eden is a Christian camp which was started by a group of Mennonite men in the mid 1940's and is members of the Mennonite Camping Association (MCA) as well as Christian Camp and Conference Association (CCCA). The camp is owned by the Little Eden Camping Association (approximately 975 members) that elects a Board of Directors to oversee the camp and its operations. The Board hires the Executive Director who then recruits and hires needed staff.

Little Eden desires to serve families, individuals and churches through youth camps, family camps, special events, family getaways and church retreats. Our mission is to provide a Christian environment that nurtures and encourages relationships to God and others through fellowship, worship, camping and education.

The primary purpose of the Food Service Chef/Manager is to manage the kitchen operations as food is being prepared, served and put away. Major areas of responsibilities include food preparation/service, supervision of kitchen staff, ensuring ServSafe and Little Eden protocols are being followed, and guest needs/expectations are being met or exceeded.

Knowledge/Experience/Skills/Qualifications

1. The Food Service Chef/Manager must be able to fully support the mission of Little Eden Camp and Christ's work through this camp.
2. Must be positive, highly motivated, detail oriented, skilled in all areas of food preparation, and be able to successfully interact with individuals and groups of all ages.
3. At least five years of extensive cooking and baking experience is required. Five years cooking and/or baking experience in a professional setting serving guest groups ranging in size from 20 to 300 is preferred.
4. Be in good health – be able to stand/work on your feet for entire shift (4-10 hours); be able to lift up to 50 lbs at a time; be able to put away food orders (when needed) which includes time in freezer, fridge, and dry storage closet; be able do repetitive motions (chopping, cutting, scrubbing, etc); be able to kneel, bend, reach, stack, sweep, mop and other physical activities.
5. Experience in managing staff of various ages (mainly college-aged) and skill levels in a kitchen setting is preferred.
6. ServeSafe certification and culinary coursework, classes or training would be a bonus.

Supervision/Supervising

The Food Service Chef/Manager is supervised by the Food Service Director. He/she will work closely with the Food Service Director to ensure the successful operation of all services provided through the kitchen. He/she will supervise kitchen staff to ensure tasty and appealing meals are served safely, timely, and with care and quality.

Responsibilities

A. Food Preparation

1. Be responsible for full execution of meals when you are the lead, which includes food preparation, cooking, baking, finishing, serving, storage and clean-up.
2. Serve well-prepared meals to guest in a timely manner consistent with the expectations and mission of Little Eden Camp with customer satisfaction as priority.
3. Ensure food quality is completely safe and the highest standard possible.

B. Supervision

1. Oversee preparation of all guest meals for which you are the lead. Determine which jobs you will do and which you will delegate to other kitchen staff and supervise their execution. In summertime, use Task Lists, Bar Diagrams and Menus prepared by the Food Service Director to ensure expectations of each meal are met or exceeded.
2. Provide cooking and baking expertise to all kitchen help, teaching them tips and needed skills to ensure successful execution of meals.
3. Direct and supervise kitchen staff under you in order to accomplish all other tasks needed to maintain cleanliness of kitchen and appropriate maintenance of kitchen facilities, ensuring a smooth, safe and efficient operation.
4. When working alongside of Food Service Director, confer with him to determine who has lead in the kitchen. If taking the lead, meet with Director to get appropriate menus and other information needed.

C. Other Administrative Duties of Kitchen

1. Keep track of the number of campers and staff fed at each meal worked.
2. Record food prepared and used for each meal worked.
3. Ensure that all facilities, food preparation and kitchen cleanliness meet and/or exceed the requirements of the health department and Serv-Safe standards.
5. Communicate the needs and concerns of kitchen operations to the Food Service Director. Provide input to the Food Service Director when appropriate and for annual evaluation of kitchen operations.

4. Be able to address dietary questions from guests, including allergens and ingredient lists.
5. Check in and inspect food orders received on Food Service Director's day off.
6. Assist with training summer staff and volunteers on proper food handling procedures and use of kitchen equipment.
7. When covering for Food Service Director in off-season, work closely with Guest Services person to ensure needs of guests are being met.