

Kitchen Manager

Reports to:

Camp Administrator

Job Purpose:

The Kitchen Manager is responsible for all aspects of the kitchen and food preparation.

Primary Responsibilities:

1. Kitchen Supervision
2. Menu Preparation
3. Food & Grocery Purchases

Duties and Responsibilities:

The Kitchen Manager is expected to:

1. Model good Christian leadership, in accordance with the philosophy and purpose of Camp Christopher.
2. Meet with the Kitchen Coordinator Committee to discuss menus and procedures for purchasing and accounting for food at camp.
3. Supervise and assist with the preparation of meals and snack during camp session.
4. Maintain kitchen and food storage areas in sanitary conditions.
5. Keep an inventory of food supplies and arrange ordering of same in consultation with the Maintenance Manager.
6. Remain within allotted budget directed by full camp Committee.
7. Establish guidelines for access to kitchen area and food.
8. Provide orientation for all staff/volunteers regarding kitchen duties, guidelines and procedures.
9. Arrange for buy back and final kitchen clean up, in consultation with Administrator.
10. Submit reports to kitchen coordinating committee regarding inventory, evaluation and suggestions, at the end of camp season.

Qualifications

- Kitchen Manager must have the following minimum qualifications:
 - completed a safe food-handling course
 - have experience cooking for large groups
 - have a good understanding of nutritional and food value
 - First Aid and CPR C