**Responsible to:** Director of Programs (DOP)

**Function:** The person responsible for food service will plan and oversee meals in accordance with our partners at Michigan Department of Education.  Camp Tall Turf is responsible for upholding the guidelines for providing and tracking meals served through the Summer Food Service Program (SFSP).  A qualified food service manager will have had previous experience in planning and preparing meals for large groups and managing others within the kitchen.  Expertise and attention to detail in cleanliness and food storage/safety is required.  Serv Safe Certification is recommended.

**Specific Responsibilities**

1. **Supervision**
	1. Supervise and assist the preparation and cleanup of all meals, making sure that meals start on time and that food is distributed in a quick and efficient manner per Health, Fire, State, ACA and USDA guidelines.
	2. Ensure all food service staff behave in a courteous and friendly manner when interacting with campers and staff.
	3. Be responsible for the personal appearance of the kitchen staff. All staff must be properly attired for efficient and sanitary service. Staff are not to wear jewelry and must wear hats.
	4. Supervise the end-of-summer closing preparations for the Dining Hall including inventory, storage of supplies and final cleaning.
2. **Health & Safety**
	1. Strictly enforce state and county standards regarding the kitchen and dining Hall.
	2. Attend the USDA training in the spring.
3. **Record Keeping**
	1. Prepare and submit the USDA Production Records to the Director of Programs daily.
	2. Place GFS order, as needed, keeping inventory as low as possible.
	3. Check incoming food against orders and invoices, supervise food storage, and keep a weekly inventory of food on hand.
	4. Gather and store receipts, inventories and menus.
4. **Meal Planning**
	1. Prepare food for staff functions in conjunction with the Directors.
	2. Plan the menus for all meals meeting all USDA guidelines. Menus shall be planned at least a week in advance and shall be dated as to the week of use. The current week's menu shall be posted in the food preparation area. Food substitutions shall be noted on the menus in writing. After use, the menus shall be kept on file for the period of the camping season.

**Essential Functions**

1. Ability to communicate and train staff and campers in safety regulations and emergency procedures.
2. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
3. Ability to communicate and work with groups participating and provide necessary instruction to campers and/or staff.
4. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
5. Cognitive and communication abilities to plan and conduct the activity to achieve camper development objectives.
6. Physical ability to lift and carry heavy objects.
7. Cognitive and communication abilities to supervise and lead peers and campers including emergencies.
8. Ability to use kitchen equipment safely, including the dishwasher.
9. Ability to determine cleanliness of dishes, food contact surfaces and dining hall areas.
10. Ability to follow state health, fire, and ACA and USDA regulations.
11. Ability to maintain proper paperwork, including inventories and temperature checks.
12. Ability to train staff.

**Qualifications**

1. Minimum age of 21 years.
2. Experience in cooking for large groups.
3. Knowledge of balanced meals and dietary needs.
4. Ability to plan healthy, age appropriate, and delicious meals.
5. Knowledge of camp policies and USDA government regulations pertaining to food service, preparations and storage.
6. Experience in leadership position and delegating duties.
7. ServSafe Certification Preferred.