

## Cairn Family of Camps Summer Staff Job Description Food Service Manager

**Positions Available:** 1

**Reports to:** Executive Director, Camp Director, Assistant Director

**Supports:** Kitchen Coordinator, Prep Cooks

### **GENERAL FUNCTION**

The Food Service Manager oversees food service operations for all Cairn programs, including preparation, purchasing, and storage. They are responsible for ensuring that proper health standards are maintained and that all food is healthy, plentiful, and delicious. Additionally, the Food Service Manager provides direction, support, and resources to the Kitchen Coordinator and Prep Cooks, and is responsible for their development and evaluation. The Food Service Manager ensures that camp and the camp kitchen offer a safe inclusive environment that encourages self-esteem, stewardship, and servanthood as a leader of the kitchen staff team.

### **KEY RESPONSIBILITIES**

- All-Staff Responsibilities:
  - Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps.
  - Demonstrate strong support and commitment to serving the campers, staff, families, and all program participants of the Cairn Family of Camps.
  - Practice and support the health and safety of all campers, staff, families, and all program participants of the Cairn Family of Camps.
  - Complete a year-end report, including a season review, and offering suggestions for future camp seasons.
  - Complete additional duties as required.
- Food Service Responsibilities:
  - Create a healthy and delicious menu rotation that meets the needs of all staff and participants, including specialized menus for individuals with dietary needs.
  - Place food orders online to ensure timely delivery of food and supplies and liaise with providers as required.
  - Liaise with service partners to ensure kitchen equipment is maintained and serviced as required.
  - Manage the food and kitchen equipment budgets, ensuring cost-effective spending, continual tracking, and appropriate record-keeping.
  - Endeavor to minimize food waste through careful planning.
  - Oversee the daily, weekly, and seasonal cleaning of the kitchen and all kitchen equipment.
  - Ensure that all regulations outlined by governing bodies (Simcoe-Muskoka District Health Unit, Ontario Government, Ontario Camps Association) are met or exceeded.
  - Work with the Kitchen Coordinator and Directing Team to establish best practices that ensure that industry standards are maintained, and all risks associated with food preparation and storage are minimized.
  - Work with the Program Coordinators to incorporate food service into program themes and events.
  - Work with the Iona Program Coordinator in preparing food and supplies for all tripping programs.
- Staff Development and Management Responsibilities:
  - Assign daily, weekly, and season-long responsibilities and tasks to the Kitchen Staff.

- Supervise, coach, and evaluate Kitchen Coordinator and Prep Cooks.
- Ensure the ongoing wellness, morale, and development of the Kitchen Coordinator and Prep Cooks.
- Professionally and supportively address any issues with or between Kitchen Staff in conjunction with the Directing Team.
- Complete administrative duties related to staff development, including but not limited to evaluations, behaviour logs, situation of concern logs, communication logs, creating schedules etc.
- Develop and lead training for Kitchen Staff prior to and throughout the camp season as required, in conjunction with the Directing Team.
- Act as a resource for all staff regarding kitchen equipment and food service, providing support, direction, and assistance as required.

### **JOB KNOWLEDGE & QUALIFICATIONS**

- A minimum 2 years' experience in a camp or other industrial kitchen, or equivalent experience in food preparation, service and/or management.
- Personal skills: service-oriented leadership, management, organization, efficiency, problem-solving ability, adaptability, empathy, collaboration
- Standard First Aid/CPR-C
- Food Handler Certificate
- G-class driver's license recommended
- Clear Police Reference Check and Vulnerable Sector Screening
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work
- Preference will be given to candidates who are available for a 4-month contract (May to August).

### **COVID-19 ACKNOWLEDGEMENT**

Due to the constantly evolving nature of policies, procedures, and recommendations surrounding the COVID-19 pandemic, the Cairn Family of Camps recognizes that elements of the summer 2022 schedule and programs, and – consequently – job responsibilities may be required to adapt. Until staff are hired, any updates to this document will be available on the Cairn website at <https://ilovecamp.org>. Once staff are hired, communication will take place directly via phone or email.

### **CONTACT**

Please submit your application, including any supplementary documents, at <http://cairn.campbrainstaff.com>. Should you have any questions, please contact Robynne Howard, Camp Director, at [robynne@ilovecamp.org](mailto:robynne@ilovecamp.org).

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*The Cairn Family of Camps supports diversity, equity and a workplace free from harassment and discrimination. The Cairn Family of Camps is committed to an inclusive, barrier-free recruitment and selection process and workplace. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the camp office.*