



## **FOOD SERVICES MANAGER**

**Positions Available:** 1

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

### **GENERAL FUNCTION:**

The Food Services Manager oversees all food purchasing, storage, preparation, and service for the Cairn Family of Camps' Glen Mhor, Iona and Tripping programs, and the direction of the Kitchen Staff. The Food Services Manager ensures proper health standards are maintained and that all food is healthy, plentiful, and delicious.

### **KEY RESPONSIBILITIES:**

- Willingness to do what needs to be done for the benefit of campers' experience.
- Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps, and to serving its campers, staff, families, and all program participants.
- Ensure that all regulations outlined by governing bodies (Muskoka District Health Unit, Ontario Government, Ontario Camps Association) are met or exceeded.
- Create a healthy delicious menu rotation that meets the needs of all staff and participants, including specialized menus for individuals with dietary needs.
- Oversee the training, management, development, and evaluation of the Kitchen Staff.
- Assign roles, responsibilities, and tasks to the Kitchen Staff.
- Oversees the daily/weekly/seasonal cleaning of the kitchen and all kitchen equipment.
- Manage the food and kitchen equipment budgets, ensuring cost effective spending, continual tracking, and appropriate record keeping.
- Work with the Head Cook 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.
- Endeavor to minimize food waste through careful planning.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.

### **EXPERIENCE & QUALIFICATIONS:**

- Interest in food service and preparation
- Experience cooking for large groups and managing a staff
- Food Safety Handlers Certification
- Standard First Aid/CPR-C
- 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).