

# **Storm Mountain Center**

## *Job Description*

Job Title: **Food Service & Housekeeping Manager**  
Classification: **Exempt (Full-Time, Year-Round)**  
Reports to: **Director of Storm Mountain Center**

### Position Purpose:

The Food Service & Housekeeping Manager is a dual role that directs the overall food-service operation & ensures a safe clean environment across the camp's buildings, grounds, and other facilities. Within the kitchen, this position will direct the purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping. When housekeeping, this position will oversee the completion of daily cleaning tasks, camp turnovers, and as needed cleaning.

This role will have a seasonal focus depending on the time of year, number of guests on site, and amount of food service required. During the busy season (summer), there will be a stronger emphasis on food service being the primary role; during the retreat season (fall, winter, spring), there will be a stronger emphasis on housekeeping. This position will strive for a healthy balance between the two roles at the end of the calendar year.

The Food Service & Housekeeping Manager plays an essential role in caring for guest needs through radical Christian hospitality and a guest centered mindset.

### Essential Job Functions:

1. Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and dining room.
  - ♦ Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and pack-out food.
  - ♦ Ensure the service of camp meals through directing the work of other employees.
  - ♦ Ensure safe and efficient preparation and serving of camp meals.
  - ♦ Coordinate menu planning for user groups as directed, meeting the dietary needs and requirements of all guests.
2. Manage routine operations of the camp janitorial and cleaning services
  - ♦ Ensure sanitation and cleaning of all areas in all camp turnovers as directed
  - ♦ Dispose of trash and waste; manage recycling
  - ♦ Prepare spaces as directed, meeting the needs and requirements of all guests
3. Oversee the inventory and ordering of food, equipment, housekeeping, & general supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen & housekeeping storage, its equipment, and facilities.
  - ♦ Maintain inventory of food and housekeeping supplies.
  - ♦ Order food, kitchen, and cleaning supplies consistent with menus and enrollment counts.
  - ♦ Maintain high standards of cleanliness, sanitation, and safety.
  - ♦ Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling, and accommodations as directed.
  - ♦ Inspect equipment and ensure the equipment is repaired as necessary.
  - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.

4. Manage administrative and human-resource functions with regard to kitchen and dining room employees and housekeeping staff, in consultation with Director.
  - ♦ Monitor employee performance and training.
  - ♦ Assist with interviewing and hiring of kitchen and housekeeping staff.
  - ♦ Plan, coordinate, schedule, and supervise the work of other food service and housekeeping staff.

Other Job Duties:

- ♦ Participate as a member of the camp management team as needed to ensure the integration of program and property in order to deliver a program that meets the needs of guests and the camp mission.
- ♦ Assist in the long-range planning for the camp and agency.
- ♦ Assist in representing the camp to local businesses and other related camp groups.
- ♦ Recognizing that during the retreat season (Fall, Winter, Spring) there is not always an opportunity to provide meal services and/or housekeeping services, other duties may be assigned, including but not limited to: basic maintenance and other duties as needed.

Qualifications: *(Minimum Education and Experience)*

- ♦ Experience in institutional or large food service setting.
- ♦ Experience in an institutional or large hospitality setting
- ♦ Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, buffet serving, cleaning, and institutional kitchen equipment.
- ♦ Must hold current certification, or able to obtain within one year of hire, a current ServSafe Manager certification.
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ Experience in supervision.

Knowledge, Skills, and Abilities:

- ♦ Knowledge of current health and safety laws and practices is essential.
- ♦ Knowledge of and experience in preparation of special dietary foods.
- ♦ Knowledge of the basic use of chemical and sanitation best practices

Physical Aspects of the Job:

- ♦ Ability to effectively communicate verbally and in writing.
- ♦ Physical ability to lift and carry 50 pounds.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to safely and properly use kitchen equipment.
- ♦ Ability to safely and properly use cleaning chemicals and equipment.
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.
- ♦ Willing to live in a camp setting and work irregular hours.