



## Kitchen Manager – Job Description

1. Reports to the Food Service Director.
2. Duties: Assist in all aspects of kitchen operation and in preparing meals according to the menu and the food service guidelines, including, but not limited to, the following:
3. Personnel:
  - a. Assist in the supervision of all dishwashers and other kitchen help.
  - b. Mentor and train staff, including Kitchen Assistants, in the basics of food service preparation and kitchen operation.
  - c. Continue to develop leadership and mentorship skills in relation to other year-round staff, and help to mentor and train summer staff in the basics of food service preparation and kitchen operation.
4. Administration:
  - a. Assist in other areas of camp operation as appropriate.
  - b. Attend staff meetings, orientations and trainings.
  - c. Cover all roles as necessary when the Food Service Directors is away.
5. Food Service:
  - a. Plan menus as needed.
  - b. Prepare meals according to the menu and the food service guidelines.
  - c. Utilize leftovers when possible and appropriate.
  - d. Continue clear communication with garden staff regarding the harvest of produce and when it might arrive in the kitchen.
  - e. Utilize Camp Stevens garden harvests in a timely manner.
  - f. Place weekly orders, receive and unpack food deliveries.
  - g. Help to keep the kitchen clean and organized, including all food service and equipment storage areas.
  - h. Meet all regulations from the San Diego County Health Department.
  - i. Maintain kitchen and procedures to American Camp Association standards.
  - j. Work to help make the kitchen as environmentally friendly as possible, reducing waste, using reusable resources when possible, and helping to recycle when needed.
  - k. emails recipe requests to guests as needed
6. Program
  - a. Program assistance for groups upon request as is appropriate.
7. Facilities and Maintenance
  - a. Complete daily tasks in the kitchen and dining hall
8. Other
  - a. Fill in for or assist other employees as necessary.
  - b. Salary is subject to camp policy.
  - c. Housing, utilities, food, full health insurance and workers compensation insurance is provided.
  - d. The normal work week is 5 days per week.
  - e. Days off shall be coordinated with the FSD.
  - f. Additional personnel policies are to be followed as stated in the Camp Stevens Personnel Policies and employee handbook.
  - g. Physically fit and able work extended periods in the kitchen, carry loads of up to 50 pounds, and have at least average eyesight and hearing. Must also have a valid driver's license and a good driving record.