

Job Title: Kitchen Manager
Location: Camp Birchrock in Rhinelander, WI
Reports To: Camp Director
Position Type: Part Time, Seasonal

This position is responsible for administering and supervising the food planning, purchasing, preparation and service to the camp. Maintain health and safety standards, safe food standards, and a sanitary kitchen. The Kitchen Manager must be able to supervise cooks, CITs, and campers; identify and respond to hazards, plan healthy meals, order food, and prepare and present tasteful food.

Qualifications & Experience

- Loves to interact with children and has prior experience working with children of various ages
- Prior experience in a standardized commercial kitchen with quality and large quantity food
- 3-5 years of experience working in a professional kitchen environment or similar food service experience.
- Experience in placing and receiving food orders from approved vendors
- Experience in menu planning, budget, and inventory control
- Serv Safe certification (can obtain during training if needed)
- High school graduate or equivalent
- Hold current Drivers License
- 21 years of age or older by June 8th (preferred)

Essential Duties and Responsibilities

- Role model problem-solving, collaboration, and initiative to campers and other staff
- Create a clean, safe, and accommodating food service experience for campers and staff
- Prepare, serve, and clean up meals served at camp with the help of other food service staff
- Lead the opening and closing of food service operations for the camp season
- Ensure that the kitchen and dining hall meet state laws, local laws and standards, and Camp Fire standards in all areas
- Plan menus, order food and supplies, and coordinate cook-out & pack-out needs with Camp Director
- Supervise all food service processes, utilizing certifications and emergency management as needed
- Maintain comprehensive management of inventories, receiving orders, and storing of food and supplies
- Supervise, train, schedule, and evaluate food service staff
- Supervise to ensure meals are prepared and served on time, served at the correct temperature, and in adequate quantity
- Oversee the preparation of off-site field trip pack-out meals and on-site cook-out meals for all programs
- Oversee and assist with the cleanliness and sanitation of dishes, kitchen equipment, kitchen, and dining hall

- Provide special attention and best food service practices in the management of food allergies and special dietary needs of campers and staff
- Maintain applicable camper and staff health care records and needs as it applies to food service
- Other duties as assigned

The Following Requirements Apply to All Positions

- Have working knowledge of the Camp Fire history and programs and be committed to the Camp Fire mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contributions are maintained. While all jobs involve dealing with stressors, the stressors may vary job to job
- Adaptable and flexible work environment including but not limited to working additional hours (nights and weekends) as business needs may require, handling more than one task concurrently and easily adapt to new assignments, systems, and processes.
- While all these continuing responsibilities apply to all jobs in Camp Fire, the specific ways in which they apply, vary from job to job.

Exposures and Environment Conditions:

- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, bats, raccoons, and other wilderness animals common to the area. While performing the duties of this job, the employee may sit or stand for prolonged periods of time, walk at a brisk pace on uneven terrain and climb stairs. The employee will work in the outdoors, which includes regular exposure to heat and humidity.

Contract & Compensation:

- Part Time Seasonal Contract
- Starts: June 1st, 2020 Ends: August 27th, 2020
- Typical Hours: Mon-Fri 7am to 2:30pm Typically 2-4 days per week depending on availability
- Must be available to for dinner shifts during resident camp
- Pay: \$10-\$13 per hour, depending on certifications and experience
- Bi-weekly, direct deposit
- Resident Camp weekly bonus
- Room & Board & Meals included during offered programs times

How To Apply:

- Download paper application, fill it out, and return it via email, mail, or in person
- OR Apply online at: www.campfireoneida.org