



POSITION: Kitchen Manager

QUALIFICATION: Minimum of 21 years of age

- High school graduate, some college preferred, or equivalent experience
- Experience significant to planning group meals and supervising others cooking in a camp setting, additional experience with youth preferred
- Familiarity and compatibility with Quaker values

RESPONSIBLE TO: Camp Director and to your fellow staff members and the campers

GENERAL RESPONSIBILITIES:

- Plan a balanced menu, and coordinate food and supply purchases and storage
- Supervise kitchen staff, volunteers in preparing all meals for camp community
- Be an excellent role model for all campers and staff members

SPECIFIC RESPONSIBILITIES

- Consult with other kitchen staff and the director as needed to prepare a menu ahead of staff orientation, with attention to available facilities, nutrition, budget, and sustainability goals
- Coordinate purchasing and storing food and kitchen supplies, before and during camp
- Supervise staff and volunteers in preparing healthy and timely camp meals
- Be aware of and communicate plans for accommodating dietary restrictions of campers and staff
- With the director, support individual kitchen staff & help schedule time-off and program time for kitchen staff
- Coordinate kitchen cleaning, including food storage and pots and pans
- Supervise, instruct and encourage camper kitchen helpers on a daily basis
- Interpret philosophy, rules and regulations of the camp, with attention to safety and health regulations for the campers
- Attend, lead, and participate in meeting for worship when possible
- Attend staff meetings as possible, and relay information to other staff not present
- Participate in the spiritual, emotional, and physical growth of all
- Prepare written evaluation at the end of the summer following the guidelines provided by the Camp Director
- Other duties as assigned