



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Food Service Director**

FLSA Status: Non-Exempt

Reports to: Director of Camp Abnaki

Leadership Level: Leader

Job Code:

Revision Date: February 2, 2017

Primary Function: Camp Abnaki

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. This role is primarily responsible for the food service preparation and delivery at Camp Abnaki, a boy's residential camp that operates between June and August.

ESSENTIAL FUNCTIONS:

- Plan and prepare breakfast, lunch and dinner for the camp community
- Manage inventory for food and supplies utilizing budget guidelines.
- Process and order inventory while establishing direct relationships with vendors.
- Ensure food storage is in compliance with the Department of Health.
- Communicate and adhere to planned menus with the ability to improvise if the need arises.
- Provide direct supervision, guidance, coaching, training and evaluation to Kitchen Assistants and to the Counselor-in-Training (CIT) program.
- Oversee the daily cleaning of the kitchen and dining hall ensuring sanitary guidelines are met as established by the Department of Health.
- Coordinate the use of the food service area and kitchen by staff and outside groups.
- Work with vendors to ensure adequate cost of product and equipment, as needed.
- Participate in all staff trainings and meetings as deemed appropriate by the Camp Director.
- Manage personal time off in accordance with camp policy.
- Provide support for cabin overnights and offsite trips.
- Reside on camp property and provide additional counselor assistance to campers and staff.
- Perform other duties as assigned by the Camp Director.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- At least five (5) years of experience in institutional dining or a professional kitchen.
- A Culinary degree is preferred, but not required.
- Familiarity with VT Department of Health Regulations, food safety, sanitation, and preparation.
- Ability to communicate orally and written.
- Experience working with children ages eight (8) to seventeen (17).
- Complete training in Child Abuse and Prevention.
- Must be certified or complete certification in CPR/AED and First Aid.
- Ability to manage, understand and work within a given budget.
- Demonstrate effective leadership skills in training, coaching, counseling and supervising.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to lift up to thirty (30) pounds including loading and unloading food supplies and equipment as needed.
- Visual and auditory ability to identify and respond to environmental hazards of the site and facilities and camper and staff behavior.
- Ability to operate kitchen equipment according to safe and recommended guidelines.
- Ability to provide first aid and assist campers and staff in an emergency.
- Ability to plan, lead and participate in a range of activities in a variety of indoor and outdoor settings.

SIGNATURE:

I have reviewed and understand this job description.

Print Name

Signature

Date: _____