



## Volunteer Staff Position Description

**Position Title:** **Food Services Coordinator**

**Responsible To:** Camp Director and Assistant Camp Director

**Qualifications:**

- Understanding of sanitation and health laws for camp food preparation
- Knowledge of and experience in kitchen management for large numbers of people
- Ability to supervise the work of others
- Ability to communicate with and work alongside other leaders
- Highly motivated
- Good organizational skills
- Camp experience preferred
- Understanding of sanitation and health laws for camp food preparation
- Knowledge of and experience in kitchen management for large numbers of people
- Willingness to assume responsibilities on behalf of the camp as directed
- Supportive of the camp mission

**General Responsibility:** Primarily responsible for menu planning and coordinating kitchen staff to prepare meals on time and clean up after meals.

**Specific Responsibilities:**

- Provide direction to Camp Chef in order to plan meals for camp session
- Work with Activities Coordinator to provide specific food requests at special events
- Work with Activities Coordinator to plan and serve Final Banquet meal
- Work with Health Services Coordinator to make provision for individual special dietary concerns
- Work with Office Manager to purchase adequate food quantities and supplies for camp session
- Keep track of food and kitchen inventory during camp
- Assist the Camp Chef in preparing meals
- Schedule kitchen staff to prepare, serve and clean up meals in a timely manner
- Ensure that proper cleaning and sanitation techniques are used and that all staff follow standards of cleanliness
- Direct campers assigned to help with food prep, clean dishes or wipe tables
- Communicate with Activities Coordinator and Health Services Coordinator to supply meals for off-site activities or sick campers
- Inventory and/or properly dispose of leftover food and/or supplies at end of camp session
- Provide training and instruction for Kitchen staff
- Evaluate each Kitchen staff member at end of session
- Respond in a timely manner to requests from the office
- Maintain a positive, upbeat and professional atmosphere
- Serve as a role model of spiritual and emotional maturity for campers and staff; endeavor to share Christ in meaningful ways through words and actions
- Support the camp program by attending campus-wide assemblies as available
- Provide input to Core Planning Team regarding policy and administrative decisions
- Assist camp leadership in other duties as called upon