



Camp Encore/Coda Kitchen Manager Job Description

Desired Qualifications

- Organizational and detail-oriented with strong leadership skills
- Familiarity with OSHA safety standards
- General knowledge of how a kitchen works
- Experience Supervising and Teaching Staff in a positive manner
- Experience Ordering Large Quantities of Food from a variety of vendors
- Willingness to work as part of a team
- Flexibility
- Ability to interact with all age levels
- Ability to work efficiently while juggling multiple tasks at once

Responsible to

- Directors and Assistant Directors

General Responsibility

- To be primarily concerned with the health, safety and general welfare of the campers
- To oversee all aspects of the camp food service operation so that good tasting and nutritious meals are served on time

Specific Responsibilities

- Planning and coordination of training for kitchen staff
- Conduct training of kitchen staff in pre camp and throughout the summer
- Clean and set up of kitchen and dining hall at the beginning of the season
- Clean and close-up kitchen and dining hall at the end of the season
- Maintain a sanitary and safe environment for food handling, storage and serving in compliance with all state of Maine regulations
- Conduct weekly inspections of all equipment - report any problems immediately to camp director
- Work with the camp menu
- Possible food preparation
- Schedule and supervise all kitchen, dish room and dining hall staff
- Confirm, accept, unload and inventory deliveries of food, supplies and equipment
- Be familiar with and follow Camp Encore/Coda rules and regulations
- Adhere to posted camp schedules and adapt for unanticipated changes
- Be a role model to campers and staff in attitude and behavior

- Order all food supplies and food through designated camp food service purchasing agent
- Meet the target for the budget for the food service
- Work with cooks to understand the best quantities for ordering with minimal waste
- Maintain positive and friendly customer service for campers and staff members
- Monitor all refrigerated equipment on a daily basis to ensure correct temperatures are maintained, and complete daily temperature logs
- Supervise cleaning, organization and resetting of kitchen, service, dishroom and dining area following each meal
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

COVID Policy

Staff members will need to comply with all guidelines and requirements set by the State of Maine, the US CDC, and Camp Encore/Coda. These guidelines and requirements are constantly evolving and will not be known until the start of camp. They also may change during the camp season. Staff members will need to be flexible, comply with mask-wearing mandates, and be willing to assist with cleaning, supervision of camper hand washing, and other COVID related duties as required.

Essential Functions

- The ability to interact with all age levels
- The visual, auditory, and cognitive abilities required to run a kitchen and the ability to communicate constructive suggestions to the camp directors
- The physical stamina to function in a rural summer camp setting for the term of employment
- The ability to communicate effectively both verbally and in writing
- The ability to use all kitchen equipment in a safe manner
- The ability to lift up to 40 pounds
- The ability to stand, bend and stoop periodically during work, and walk through camp as needed
- The hand/eye coordination and manual dexterity to manipulate equipment
- The ability to tolerate exposure to heat and irregular work hours on occasion
- The willingness to follow directions from the camp director
- The energy, maturity, and sound mind to work in a demanding job with children and young adults

