

Community of Christ

Samish Island Campground

Position Description

Position Title: **Food Service Manager/Caretaker** **Status: Salaried/Exempt Position**
(Benefits described below)

Position Summary: The Food Service Manager/Caretaker is principally responsible for the day to day operation and supervision of the commercial kitchen and dining hall facility, periodic cooking duties and secondarily responsible for maintenance and groundskeeping.

Work Experience: 3-5 Years in related employment **Education:** Bachelor Degree or technical certification preferred

Qualifications and Competencies Include:

- ✓ Ability to positively represent Samish Island Campground and maintain productive personal relationships with the public and those associated with the camp.
- ✓ Working knowledge of food safety, food handling and processing requirements.
- ✓ Knowledge and organizational skills to maintain food and supply inventories and to make economical purchase decisions.
- ✓ Experience preparing food for groups in a catering, restaurant , retreat or institutional setting
- ✓ Ability to prepare and evaluate menus and food orders for quality, labor and cost.
- ✓ Demonstrated knowledge about special diet needs and requests.
- ✓ Ability to communicate well with, cooks, event directors, service suppliers, vendors, other caretakers, supervisor and volunteers.
- ✓ Capable of managing to a budget and assisting in budget planning.
- ✓ Intermediate computer skills (Word, Excel, Online ordering, Email ,Google Docs and social media)
- ✓ Capable of working independently and organizing own work load
- ✓ Must have or obtain a valid Washington State Driver's License and be able to operate campground vehicles and mowers/tractors.
- ✓ Must have or obtain a valid State of Washington Food & Beverage Service Worker's Permit.
- ✓ Must have current ServeSafe Certification or obtain within first 6 months of contract
- ✓ Must have or obtain Community of Christ Youth Worker Certification and pass required background check.

Primary Responsibilities Include:

- Assures that operations exceed food handling, health, and safety and sanitation standards as required by Washington State Health Code and passes annual inspections.
- Assesses inventory and procures all food and supplies for each scheduled event.
- Procures cooks for nonprofit events.
- Assumes function of head or assistance cook for non church events as schedule dictates.
- Works with all head cooks to assure quality labor efficacy, and cost effective menus.
- Proactively assure that facilities are properly equipped and maintained for program use.
- Responsible for assigned maintenance of the campground to insure the facilities are functional for program use.
- Performs event check in and check out duties as assigned.
- Initiates and maintains open communication with the Camp Manager.
- The Food Service Manager may be required occasionally to perform the Camp Manager duties in his/her absence.
- Performs other duties as assigned by supervisor

Organizational Relationships: Reports to SICA Board President or designee. Works in close collaboration with Campground Manager.

Key Interactions: Cooks, Vendors, Contractors, Event Director and volunteers. Represents Samish Island Campground to community and to public

Additional Comments: This is a salaried/exempt position. Housing, utilities, small health insurance stipend and meals during events are provided. Additional benefits may be available. This is not a field ministry position.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed.

Community of Christ
SAMISH ISLAND CAMPGROUND ASSOCIATION
FOOD SERVICE MANAGER /CARETAKER POSITION
Addendum
Job Specific Duties

General Food Service

1. Coordinate with event directors and cooks to negotiate menus and receive anticipated headcount in advance of event date.
2. Prepare food orders for vendors and for procurement of all items required to support menus as negotiated with camp cooks.
3. Manage contracts with cooks for non-Community of Christ events
4. Perform duties of head or assistant cook as schedule and event detail dictates.
5. Maintain a minimal seasonal inventory of basic staples beyond the food order for each event in order to control cost and quality.
6. Maintain well organized kitchen; update instructions and labels to assist kitchen personnel in performing work assignments and in meeting health standards established by the Skagit County Department of Public Health.
7. Arrange for purchase of all paper goods, cleaning, waste disposal, janitorial supplies and cooking equipment necessary to support campground operations.
8. Maintain a current list of available cooks and helpers and monitor food handler permits for cooks and assistants. Advise holders when their expiration date is approaching.
9. Assure event directors understand and enforce the requirement for valid food handler permits.
10. Establish constructive working relationships with camp cooks in order to promote harmony, cost efficiency, food safety and maintain a reputation for serving great food that is healthy.
11. Provide input to cooks periodically as required, (no less than annually) to keep cooking staff informed of campground and Health Department requirements, to offer suggestions regarding food ordering helps, and to improve cost effectiveness.
12. Invite suggestions and information from cooks that may improve kitchen set-up and efficiencies.
13. Insure on a daily basis during camps that the foods in the walk-in cooler are properly marked and stored. Assure that leftovers are kept to a minimum and made equally available to both caretaker families.
14. Insure that the dining hall is kept clear of rodents, ants,, spiders, etc. to best degree possible.
15. Empty, defrost and clean all freezers annually.
16. Empty walk-in cooler and wash down ceiling and walls with cleaning solution and painting, when necessary, prior to the start of each camping season.
17. Kitchen clean-up day: Assure complete cleaning of the entire dining hall, phone room, laundry room, closets, restrooms, cupboards, floors, shelves, ovens, racks, stoves, linens, storage containers, etc. prior to the start of each camping season.

Event Related Duties

1. Preparation For Camps:
 - (a) Insure that dining hall is unlocked, clean, including entry area, and all necessary equipment is ready for use.
 - (b) Insure that all restrooms have adequate supplies on hand including cleaning and disinfectant agents.
2. Provide and prepare facilities (in residence) for guest ministry as requested by Camp Director

including clean bedding, towels, soap, tissue, pop, etc. at campground expense.

3. During Camping Activity:
 - (a) Advise camp cook(s) of all requirements/regulations to be observed by campers/staff to maintain dining hall and meet health standards.
 - (b) Be available to the camp cook(s) to assist in locating food and supplies, to procure items not available and in case an emergency situation arises.
4. After Camp Is Over:
 - (a) Meet with camp cook and inspect kitchen to insure it has been cleaned, leftover foods are properly stored and note any damage. (Use a checklist for this process and report findings to Camp Director and Camp Manager.)
 - (b) Receive from camp cook information indicating the number of meals served during the camp. Provide this information to the Camp Manager for records.
 - (c) Meet with Camp Director or designee to insure the dining hall has been cleaned and restored to the configuration at the beginning of the camp.
 - (d) Assist the Camp Manager as assigned in completing the checklist inspections of the campground.

Campground Maintenance and Other Duties

1. Assist the Campgrounds Manager, as needed in general grounds and facilities maintenance
2. Keep the campground lawns mowed and trimmed west of the cabin area
3. Manage or lead special projects as assigned by Board President.
4. Assist the Campground Managers in complying with the published Samish Island Campground "Emergency Procedures" in case of natural disasters, etc.
5. Assist Camp Managers in supervising contract volunteers serving on the Campground.
6. Take photos of volunteers on workdays and work weeks and arrange for display at dining hall, posting on social media and for other volunteer recognition activity.
7. Maintaining yard and flower beds in and around the provided residence and in front of dining hall.
8. Arrange for collection and disposal of all recyclable items.

Financial Accounting Duties

1. Providing documentation, receipts, check copies and expense vouchers for all purchases to the Camp Manager who is responsible for all accounting.
2. Manage contract cook agreements.
3. Assist in the preparation of the annual budget

Kitchen Workday, Workweek, Workday Responsibilities

1. The Food Service Manager is to assist the Camp Manager identify jobs that need to be accomplished, order food, cleaning and other supplies as required to support these work parties.
2. The Food Service Manager is responsible for insuring meals are prepared for workday/workweek volunteers.
3. The Food Service Manager is also responsible for meal service in support of Board of Directors meetings.

Community of Christ

Employment Application

Return to: Samish Island Campground Association
 Attn: Board Vice President
 11633 Scott Rd., Bow WA 98232
sicavicepresident@gmail.com, 360-766-6386

We are an equal opportunity employer. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services and programs is available to all persons.

PERSONAL CONTACT

First Name	Date	Position(s) applied for
Last Name		
Street Address		
City		
State		
Primary Phone	Are you 18 year of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Secondary Phone	If hired, can you provide written evidence that you are authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address		

EDUCATION

High School Name	Location	Course of Study	# of Years Completed	Degree/Diploma
College Name	Location	Course of Study	# of Years Completed	Degree/Diploma
Technical or Other	Location	Course of Study	# of Years Completed	Degree/Diploma

MILITARY

Branch of Service	From/To	Rank, Type of Service	Training/Experience Received

SKILLS/QUALIFICATIONS

Summarize any job-related training (including computer programs you feel competent using), skills, licenses, certificates, and/or other qualifications:

Please list any additional information that relates to your ability to perform the job for which you have applied, such as certifications, professional memberships, hobbies, etc.

EMPLOYMENT HISTORY

Employer name, address	Immediate supervisor name & title	Dates employed From to
Phone	Reason for leaving	
Employer name, address	Immediate supervisor name & title	Dates employed From to
Phone	Reason for leaving	
Employer name, address	Immediate supervisor name & title	Dates employed From to
Phone	Reason for leaving	

REFERENCES

Name	Phone	Email	Occupation	# years known
Name	Phone	Email	Occupation	# years known
Name	Phone	Email	Occupation	# years known
Name	Phone	Email	Occupation	# years known

OTHER

Do we have permission to contact your current/previous employers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of any offense against the law or are you now under charges for any offense against the law? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any information we would need about your name, or use of another name, for us to be able to check your work record? <input type="checkbox"/> Yes <input type="checkbox"/> No	If your answer is yes, please give details.
Please specify.	<i>Note: A conviction does not automatically mean you cannot be considered for employment. However, any misrepresentations, omissions, or falsifications will result in your application being rejected.</i>

APPLICATION STATEMENT

I understand that this application is not a contract of employment. I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I understand a background and credit check will be conducted if selected for this position. I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.	
Signature	Date