



GREEN BAY BIBLE CAMP

FOOD SERVICES MANAGER JOB NARRATIVE

JOB SUMMARY

The primary purpose of the Food Services Manager is to provide leadership, direction, and management of food services for all summer camps, guest groups and associated Green Bay Bible Camp events. This position involves creating excellent food experiences that are enjoyable, nutritious, creative and economical. As well, helping create an environment that is encouraging, educating, equipping and unified. Where all who come experience the love of God in a real way.

The Food Services Manager reports to, and is responsible to the Executive Director. As well, the Food Services Manager is responsible for the hiring, training and supervision of the various Food Services Staff.

As the department head in a Christian ministry Organization, the Food Services Manager is to support and help facilitate the spiritual growth of the Kitchen Staff in partnership with the Discipleship / Leadership Manager at the camp, and seek to ensure that the department promotes an image that is Christ-centered.

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SOCIAL

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PRIMARY RESPONSIBILITIES:

1. FOOD PREPARATION

- Responsible for preparing healthy, cost effective and nutritious meals year round. This includes planning menus preparing food in an efficient manner, special diet preparations, ensuring proper storage of food, and maintaining inventories.
 - Quality in presentation of meals.
 - Practicing and maintaining Safe food handling techniques and protocols.
 - Maintenance of health, safety and sanitation levels.
 - Overall purchase of food and related supplies and inventory management.
 - Establishment of standards for personnel performance and service to guests.
 - Ensuring food is used efficiently and minimizing waste and unnecessary expense.
 - Creative and attractive meal planning within cost controls.
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2. BUDGET AND INVENTORY

- Submitting orders regularly.
- Accurate and consistent administration of invoices and other relevant documents.
- Assists in the development and management of the food service operating budget.
- Must keep all records pertaining to kitchen budgets, expenses, and numbers of meals so as to provide an accurate costing report.
- Controlling costs and inventory. Responsible to stay within the allocated budget and find ways to save and cut costs.
- Look for cost saving efficiencies.

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PRIMARY RESPONSIBILITIES CONTINUED

3. MAINTAIN A CLEAN AND PROFESSIONAL WORK ENVIRONMENT

- Ensure that the kitchen, dining hall, and patio are clean according to health and safety standards of the camp. This includes: walk-in coolers, walk-in freezer, pantries, dining room, coffee centres, ovens, and all other kitchen equipment and will involve regular cleaning schedules and duties; including a weekly, monthly and yearly cleaning schedule.
- Set up and stocking of kitchen and dining hall.
- Kitchen and dining hall laundry.
- Responsible to maintain dishwashing and oven equipment, and oversee (at times doing) dishwashing.

4. LEADERSHIP AND COMMUNICATION

- Leading the kitchen area with integrity, kindness, and a heart after Christ.
- Connecting with campers and guest with a heart to serve and care for them.
- Recruiting, Hiring, and Management of kitchen personnel including volunteers.
- Meeting regularly with the Executive Director to update and discuss issues in the kitchen.
- Communicates about menus and preparations with part time and casual cooks.
- Communicates with suppliers; always looking to resource new and economical relationship with suppliers.
- Mentors the summer staff team.
- Communicates and keeps records on guest group meals, preferences and number of guests served.
- Management of kitchen staff, scheduling, and dining hall operations.

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5. OPERATIONS SUPPORT

- Hosting Guest Groups: will be on a rotation to help with the hosting responsibilities during the year-round operation of the camp. This will include some dishwashing and housekeeping responsibilities
 - Set up preparation and take down for rentals
 - Stuffing envelopes at Christmas time
 - Helping where needed. It's hard to list what might come up ... because it is camp
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6. OTHER DUTIES AS ASSIGNED BY THE EXECUTIVE DIRECTOR

- One of them being ... have so much fun! It's camp! Laugh, play, smile.
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WORKING RELATIONSHIPS

- Reports to the Executive Director
- Works closely with the Executive Director, Facilities Manager and Office Manager and all year round staff to ensure an accurate and welcoming food services environment.
- All hands on deck; so where there is a need, we serve and support one another.

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PRIMARY RESPONSIBILITIES CONTINUED

EXPERIENCE, CERTIFICATIONS, QUALIFICATIONS

- Demonstrates eagerness to learn and assume responsibility.
- Ability to seek alternative solutions when obstacles arise, shows flexibility and adapts to new methods and procedures.
- Accepts direction and feedback from supervisors and follows through appropriately.
- Ability to prepare, cook, serve and manage meals for 20-400 guests.
- Knowledge of customer service standards and procedures, creating friendly and welcoming relations.
- Creativity in meal planning and sourcing supplies.
- Skill in budget preparation and working within defined budget guidelines.
- Canadian Food Safe Certification II
- Canadian Drivers Licence
- Current clean criminal record check, including vulnerable sector search required.

RENUMERATION

- This is a year round, full time salaried position
- Two weeks of Holiday (extra week off around Christmas and New Year)
- Benefits Package
- Living Arrangements may be available onsite.

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