

Camp Burt Shurly

Job Description

POSITION: FOOD SERVICE SUPERVISOR

RESPONSIBLE TO: PROGRAM DIRECTOR

QUALIFICATIONS:

In addition to those qualifications listed in the CAMP BURT SHURLY JOB DESCRIPTIONS OVERVIEW, the Food Service Supervisor should:

1. Be at least 18 years of age.
2. Have experience in planning, ordering and cooking.
3. Be able to guide, supervise and be an example to kitchen staff including teenage volunteers.
4. Be willing to work irregular hours.

SUMMER RESPONSIBILITIES:

In addition to those responsibilities listed in the CAMP BURT SHURLY JOB DESCRIPTIONS OVERVIEW, the Food Service Supervisor should:

1. Plan weekly menus in accordance with USDA nutrition and budget guidelines and maintain the required daily documentation.
2. Order food, kitchen supplies and maintain a running food inventory.
3. Be responsible for three meals a day and be involved in the daily preparation and service for at least two of those meals (Sun. - Fri.).
4. Have food available for staff remaining on camp property during weekends.
5. Supervise kitchen staff (adult and junior staff).
6. Be responsible for maintaining kitchen, storage, and dish room in clean and sanitary condition.
7. Maintain procedures that limit food exposure to the temperature danger zone.
8. Assist with cookouts as needed.

OFF SEASON RESPONSIBILITIES:

1. Plan, purchase food, and prepare meals for groups using Camp Burt Shurly facilities and maintain an ongoing inventory.
2. Maintain kitchen, storage, and dish room in a clean and sanitary condition.

TRAINING:

1. Camp Burt Shurly¹ staff training.

¹ Updated April 2015

2. U.S.D.A. Summer Food Service Program training.
3. ServSafe certification or Food Handler's certificate