



The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.

POSITION DETAILS

Position Title:	Kitchen Manager
Reports to:	Camp Director
Functional Area:	Kitchen Team
Employment Status:	Seasonal, Non-exempt

POSITION PURPOSE

To direct the overall food-service operation of Bearskin Meadow Camp including the planning, ordering, and preparing of all meals and snacks. Work closely with the Medical Director to plan and schedule meals that fit the needs of people with type I diabetes.

KEY RESPONSIBILITIES

- Manage the daily operations of the camp's food and dining hall service.
 - Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and pack-out food.
 - Ensure the service of camp meals through directing the work of the Kitchen Team members.
 - With help of Head Cook, plan weekly menus in advance.
 - Assist in the bringing in and storing of food and supplies on delivery days.
- Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the kitchen and its equipment.
 - Keep a current inventory of food and cleaning supplies.
 - Order food and kitchen supplies consistent with enrollment counts for each camp session.
 - Maintain high standards of cleanliness, sanitation, and safety.
 - Oversee cleaning and maintenance of all food preparation and storage areas.
 - Ensure that all equipment is working properly.
- Manage all administrative and human-resource functions with regard to kitchen employees.
 - With help of Head Cook, plan and implement a 3-day Kitchen Team Training.
 - Monitor employee performance and give appropriate feedback.
 - With Head Cook, prepare verbal and written evaluations to Kitchen Staff.
 - Plan, coordinate, schedule, and supervise the work of all food service staff.
- Participate enthusiastically in all camp activities that you are required to attend.
- Participate as a member of the camp staff team in camp safety functions and mandatory activities.
- Help Camp Director in planning and executing any special celebrations at camp including camper/staff birthdays, staff appreciation events, etc.
- The Kitchen Manager works closely with and reports to the Camp Director and through them may relate directly or indirectly to program team members, and counselors in regard to pack outs, serving meals, clean-up, etc. The Head Cook is expected to form positive and professional relationships with all of the camp teams including fellow kitchen team members; counselors, program team members, maintenance team members, participants (both children and adults) and healthcare professional volunteers.

EQUIPMENT USED

- The Kitchen Manager may be asked to use specific equipment while on or off camp. These include but are not limited to:
 - Dish sanitizer machinery
 - Food preparation tools: knives, knife sharpeners, vegetable peelers and the like
 - Large food preparation tools: mixers, toasters, ovens, meat slicers and blender
 - Steam line equipment, beverage bar equipment, and salad bar equipment
 - Walk-in freezers and refrigerators
 - Washer and dryers
 - Cleaning tools: mops, brooms, hoses, squeegees
 - Computers
 - Phones
 - Copy machine
 - Other various kitchen tools and office equipment

STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

ESSENTIAL QUALIFICATIONS

- Desire to work in the food service area.
- Knowledge of ordering, keeping inventory, budgeting, and planning meals for large groups.
- Ability to work within a budget and purchase supplies efficiently.
- Previous experience in a supervisory role.
- Infant, Child and Adult CPR with AED Certification
- First Aid Certification
- ServSafe Kitchen Manager Certification
- Must be at least 21 years of age.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to lift and carry 50 pounds including unloading food, carry trays of dishes, and lifting supplies and equipment as needed.
- Visual ability to identify and respond to environmental hazards.
- Physical ability to operate kitchen equipment according to safe recommended methods.
- Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more).
- Visual ability to determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to communicate and work with participating groups and provide necessary instruction to campers, volunteers, and staff members in regards to the kitchen and dining hall.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques in relation to the kitchen and dining hall.
- Eye-hand coordination and manual dexterity to manipulate and operate kitchen and dish washing equipment.
- Normal range of hearing and eye sight to record, prepare, and communicate appropriate kitchen activities.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers and staff in an emergency including but not limited to: fire, evacuation, illness or injury.
- Willingness to live in the camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears and bats.
- Full vaccination against COVID-19.

COMPENSATION

\$10,000 for the summer season, with meals and private lodging included.

STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

TO APPLY

Visit the DYF website at www.dyf.org to submit an application online. Please direct any questions about this position to info@dyf.org

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.