

Kitchen Manager Job Description

Job: Kitchen Manager is a seasonal position at Camp Marshall. Running a safe, healthy and efficient kitchen is a vital part of our summer season. The Kitchen Manager is responsible for feeding up to 200 children and staff up to 3 times a day. Planning for, preparing, serving and cleaning up meals for our summer campers and staff requires staff that is committed to being on time everyday, having enthusiasm for the job and enjoys working with children. **Note - Admin has the right to change and alter this job description at their discretion.**

Job Responsibilities:

- Plan a suitable menu for Campers and Staff that follows proper nutrition guidelines and utilizes inventory to ensure minimal waste
- Handle all tasks related to placing and receiving the food order as well as ensuring invoice accuracy
- Oversee and participate in all meal prep and clean up
- Prioritize food safety and allergen safety
- Communicate any equipment needs with the Office Manager
- Communicate with food vendors as needed
- Work closely with all members of the kitchen staff as well as the Admin Team
- Ensure all Servsafe protocols are being followed
- Ensure any additional BOH and DOH protocols are being followed
- Keep an accurate up to date inventory
- Clean and maintain walk in fridge/freezer weekly or additionally as needed
- Label all opened packaging with the date it was opened
- Check and document temperatures of all fridge/freezers daily
- Respond appropriately to emergency situations, alerting appropriate staff, and assisting with campers
- Other duties as assigned by the Admin Team

Job Requirements:

- Must be punctual and have good attendance
- Must enjoy working in a fast paced environment with children

- Must be detail oriented
- Possess good written and oral communication skills
- Must be organized and detail oriented
- Must be 21 years of age or older
- Must be CPR/First Aid certified (Camp can certify if needed)
- Must be able to pass a CORI/SORI/NSOR (Provided by Camp)
- Must have a valid and up to date ServeSafe Certificate for Massachusetts
- Must be able to delegate duties to others as needed and also be sure that assigned duties are accomplished appropriately.
- Physical requirements: ability to stand for prolonged periods of time, bend, stoop, crouch, and lift at least 50 lbs
- Experience in food service management of at least one year
- Must be able to maintain a clean and orderly kitchen and food service area at all times including taking trash out, cleaning counters/machines/floors, doing dishes and any/all other related duties on a daily basis as required from Kitchen Supervisor, Night Cook or Admin Team.