

MRO Food Service Director/Brookwoods Conference Center Food Service Staff

Position:

The Food Service Director is accountable for quality well balanced meals, setting menus, ordering food, attention to budget, instruction, supervision, and routine care of the kitchen and Food Service Staff to ensure a safe and fun experience for campers and staff. The Food Service Director supervises and directs the Food Services of a Christ-centered camping program.

Reports to:

Moose River Outpost Camp Director and Brookwoods Conference Center Food Service Director

Qualifications:

1. An active Christian life and sound Biblical knowledge.
2. Must be 21 years or older.
3. Must hold Serve Safe Kitchen Manager Certification.
4. Experience in running a safe, efficient Food Service facility.
5. Have a working knowledge of all Food Service duties.
6. Previous camping experience preferred.
7. Previous supervisory experience required.

General Responsibilities at Moose River Outpost:

1. Overall direction and supervision of all MRO Food Service facilities and staff.
2. Set up MRO Food Service facilities annually and pack up the facility at the end of each season.
3. Coordinate meal times with Program Director and MRO Retreat Coordinator.
4. Perform daily inspections of equipment.
5. Maintain and repair all MRO Food Service equipment and report items that cannot be handled "in-house" to the Maintenance Director and Camp Director
6. Maintain all areas of the MRO Food Service neat, organized and free of clutter.
 - a. Refrigerators: Walk-ins, Reach-ins, Chest, etc.
 - b. Freezers: Walk-ins, Reach-ins, Chest, etc.
 - c. Dry Storage
 - d. Dish Room
 - e. Bakery
 - f. Kitchen: Stove, Grill, Sinks, Fryer, Warmer, Ovens, Counters, Tables, Racks, etc.
 - g. Dining room
 - h. Bathrooms in the kitchen and dining room
7. Set standard of compliance for MRO Food Service guidelines and rules as established in the Camper and Staff Handbooks, The American Camp Association Standards, and applicable State of Maine codes.
8. Enforce all rules and guidelines.
9. Supervise kitchen staff paying attention to age requirements for equipment used, and labor laws.
10. Establishes MRO Food Service Staff hours worked, schedules, and time off schedules.
11. Work with the MRO Camp Director in coordinating Food Service activities that fall outside of the daily scheduled activity periods.
12. Assure that all dining areas are ready for campers and staff at the start of each meal.
13. Inventory food and equipment; give recommendations to the Camp Director.
14. The Food Service Director must approve of all Food Service activities.
15. Attitude of flexibility and service.

General Responsibilities at The Brookwoods Conference Center:

1. Work with the Brookwoods Conference Center Food Service Director to prepare, cook, and serve meals for retreat guests. The majority of our retreat groups attend on the weekends.
2. Take charge of the kitchen at the Brookwoods Conference Center in the absence of the Food Service Director. This may involve coverage for a meal, a weekend, or vacation time.
3. Clean, organize and refresh the Brookwoods Conference Center kitchen after a busy summer of camp.

Essential Functions:

1. Must be able to lift 50 lbs.
2. Must be able stand for many hours consecutively while working in the kitchen.
3. Must be able bend or squat while working.
4. Must be able work late at night and early in the morning and some days for many hours consecutively.
5. Must be able maintain a clean and orderly work environment.
6. Must be able to meet meal time deadlines.
7. Must be able to coordinate and delegate to as many as ten people.
8. Must be able to estimate portions and amounts. The goal is to have plenty of food, without excessive waste.
9. Must be able to train people to assist in the preparation, serving and clean-up of meals.
10. Must be able to keep neat records.
11. Must be able to keep invoices neat, clean and legible. Be sure to turn them in on a weekly basis.
12. Must have a desire to see staff and campers enjoy their mealtime experiences.
13. Must be comfortable coaching young staff to grow and succeed.

