



## Job Description

**Job Title:** Food Service Coordinator  
**Reports To:** Program Director and Executive Director  
**Position Status:** Seasonal

### POSITION SYMMARY:

The Food Services Coordinator ensures the overall quality and delivery of food prepared and served at camp throughout the season. Additionally, they ensure that the kitchen is a safe and clean work environment. The Food Services Coordinator oversees a team of seasonal kitchen staff and builds a positive team environment where all can grow and flourish while supporting this essential part of the camp experience. They serve as a role model for campers and staff and is a part of the Summer Leadership Team.

### ESSENTIAL FUNCATIONS:

- Places food orders within budget and menu expectations, tracking inventory and minimize waste
- Oversees the preparation and delivery of all meals served in the Dining Hall, cooking as necessary.
- Ensures meals and ingredients are communicated clearly with all of camp.
- Meets regularly with the Food Services team to review highlights and opportunities for improvement.
- Responsible for cleanliness of Dining Hall, ensuring a clean and health eating environment.
- Leads routine deep cleaning of kitchen appliances and surfaces.
- Leads meal setup and clean-up processes, providing direction to kitchen staff
- Oversees meal service, in coordination with kitchen and program staff.
- Organizes food storage, leading receipt of food deliveries twice a week.
- Ensures timely removal of garbage from the Dining Hall.

### QUALIFICATIONS:

- Minimum age 19
- Strong organizational and communication skills
- At least 1-2 summers, or equivalent, working in a commercial kitchen setting
- CPR/First Aid certified
- ServSafe Food Handler certified
- Experience working with collaborative processes and structures

### WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the

duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

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SIGNATURE

DATE