



Job Description

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

POSITION SUMMARY:

The Food Service Manager is responsible for the safe, sanitary, efficient, and high-quality operation of food service at YMCA Camp Timbers. The Food Service Manager oversees the preparation, storage, service, and cleanup associated with meals and snacks throughout the camp season. 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 FUNCTIONS:

- Oversees the preparation, cooking, presentation, and delivery of all meals and snacks served at camp in accordance with the approved weekly menu.
- Cooks and assists with food preparation as needed to ensure meals are prepared and served on schedule.
- Leads meal setup and clean-up processes, providing direction to kitchen staff
- Oversees meal service, in coordination with kitchen and program staff.
- Ensures food is prepared, handled, stored, served, and discarded in a safe and sanitary manner.
- Ensures meals and ingredients are communicated clearly with all of camp.
- Ensures special dietary needs, food allergies, and medically or otherwise approved dietary modifications are communicated to appropriate kitchen staff
- Maintains the kitchen, food preparation areas, food storage areas, dining areas, equipment, and work surfaces in a clean and sanitary condition.
- Ensures food preparation and storage areas are protected from contamination, pests, and other health hazards.
- Leads routine cleaning and deep cleaning of kitchen appliances, equipment, floors, storage areas, and food preparation surfaces.
- Ensures kitchen staff follow safe food handling, preparation, storage, cooling, reheating, and serving procedures.
- Monitors refrigeration and freezer temperatures and ensures food is stored at appropriate temperatures.
- Leads the receipt and organization of food deliveries twice a week, including verifying deliveries against orders and identifying damaged, missing, or unacceptable products.
- Ensures garbage and food waste are removed from food preparation and dining areas in a timely and sanitary manner and that garbage containers are properly maintained.
- Maintains the kitchen and dining operation in a condition suitable for required inspections.
- Assists Executive Director with food orders within budget and menu expectations, tracking inventory to minimize waste
- Meets regularly with the Food Services team to review highlights and opportunities for improvement.
- Performs any other functions necessary for a smooth and efficient session and to make the experience the best it can be for our campers.

QUALIFICATIONS:

- Minimum age 19
- Strong organizational and communication skills
- At least 1-2 summers, or equivalent, working in a commercial kitchen setting
- Certified in CPR, First Aid (ACA HW-1A)
- ServSafe Food Handler certified
- Experience working with collaborative processes and structures
- Strong organizational, communication, and problem-solving skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. 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. 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.

SIGNATURE

DATE