



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



Job Title: **Food Services Director**

Salary: \$10,000-\$16,000

Classification: Seasonal Exempt

Commitment: 13-14 weeks, May-August

Reports to: Camp Director, Executive Director

### Position Summary

The Food Services Director ensures the overall quality and delivery of food prepared and served in Camp Olson's state of the art kitchen throughout the summer season. Additionally, they ensure the kitchen is a safe and clean work environment. This position also oversees a team of kitchen staff and builds a positive team environment where all can grow and flourish while supporting this essential part of Camp.

### Essential Functions

- Work collaboratively with all staff to ensure high quality, comprehensive, innovative, and nutritious food is served, and act as the lead cook for at least one meal per day.
- Direct the day-to-day food service operations according to standards set forth by the Minnesota Department of Health, American Camp Association, YMCA and Camp Olson YMCA.
- Provide scheduling, direction, training, supervision and evaluation to Food Service Staff.
- Knowledge of food allergies and food related diseases and the ingredients that may cause the allergy.
- Oversee inventory, purchasing, waste control, and securing vendor and product suppliers.
- Develop the menu plans for all meals, including options for dietary restrictions; e.g. gluten free, vegan and vegetarian diets.
- Calculate food usage to provide sufficient servings for each participant and staff and prepares Prep sheets for the cooks accordingly.
- Ensure all safety regulations are met with proper food handling and storage.
- Maintain clean and safe kitchen work areas, stockroom, freezer, refrigerator, dining room, buffet line, dish room, office, and loading area in accordance with State of Minnesota health regulations.
- Ensure the effectiveness of procedures, products, and/or equipment.
- Demonstrate and deliver great customer experience by putting customer needs first.
- Assist with the set up and take down of the kitchen at the beginning and end of the summer season.

### Responsibilities of All Camp Olson Staff

- Follow all policies as outlined in the Staff Manual
- Aids in the development and education of Leadership Development Program participants
- Maintains positive working relationships with campers, parents, and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to all cultures
- Maintains the cleanliness of their living space (and communal living space) to which they are assigned
- Cares for and maintains any program equipment, supplies, and spaces they use (including program areas, staff lounge, costume closet, keys, etc.). Any observed risks or facilities in disrepair must be immediately reported to Maintenance or your Supervisor.
- Assist with other job duties outside the normal scope of their job description or contract to ensure that programs run smoothly and safely, or is deemed necessary by the Camp Director.





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## Work Environment

Camp Olson YMCA is located in the rural community of Longville, 3.5 hours north of the Twin Cities Metro area. Our property holds over 1,350 acres of pristine forests, lakes, fields, and trails.

The physical and emotional demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capable of maintaining effective physical, mental, emotional and social interactions in our group-based, youth centered and community living program.
- Ability to work in a camp setting with non-traditional hours which may include early mornings, evenings and weekends; working 50-55 hours per week.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.
- Ability to perform essential care, operation, supervision and maintenance of kitchen and kitchen appliances which may involve, but not limited to the following activities: semi-reaching to full-reach overhead; crouching; kneeling; twisting; standing for long periods of time; lifting/carrying 50lbs

## Qualifications

- Must be at least 21 years old.
- Must have at least 3 years of experience in the food service industry, preferably in a camp setting
- ServSafe Manager Certification, or ability to obtain within 30 days of hire.
- Demonstrated knowledge of sanitary food preparation and food storage regulations.
- Strong organizational and communication skills.
- Supervisory experience.
- Ability to relate to and work effectively with a diverse staff and camper population for the fulfillment of YMCA goals.

## Benefits

- Salary range of \$10,000-\$16,000 based on experience and on/off site housing option.
- Staff lounge with wireless internet and full kitchen available.
- Opportunities for professional training and certifications.
- Professional discounts through the ACA and ExpertVoice.

