Delaware Valley Christian Camp (Camp Manatawny)

33 Camp Road, Douglassville, PA 19518

Job Description
Hospitality and Dining Services Manager

The Hospitality and Dining Services Manager is responsible for preparation of meals, planning menus, purchasing, inventory and general oversight of the camp's food service program, including supervising all kitchen and dining hall staff/volunteers and the overall housekeeping of the kitchen/dining hall facilities and the warming kitchen of Garrett Hall. The HDSM is also responsible for setup and cleaning of any event food serving facilities used for Camp-sponsored events and rental group usage.

REQUIRED QUALIFICATIONS:

• Prior experience cooking in a retail food service, professional or institutional setting and preparing meals for large numbers of people cafeteria style.
• Experience supervising others, and the ability to get along well with children, youth and adults.
• Ability to exemplify the love of Christ through humble, excellent & genuine guest service. Supports the mission and vision of camp and is willing to honor its principles and practices.
• Ability to complete food handling training (ServSafe).
• High School graduate, at least 18 years of age.
• Ability to stand for long periods and lift or carry items 50 pounds multiple times during a work day.
• Flexible to work long hours from April thru September and as needed during the Fall and Winter months.
• Must maintain all Pennsylvania and Federal background checks as well as meet any Board of directors' pre-employment requirements.

DESIRABLE QUALIFICATIONS:

• Ability to both instruct and work alongside many various personalities through the year
• Ability to communicate well to guests and staff
• Current professional certifications in: Food Handling (ServSafe)
• Other college graduate, trade-school certificate or post-secondary coursework
• Preferably at least 21 years of age
• Basic understanding of computer skills for digital based ordering

SPECIFIC RESPONSIBILITIES:

• Collaborate with the Executive Director and Facilities Manager frequently to be a part of the visionary team walking out the ministry of Camp Manatawny under the direction of the board and on behalf of Camp's Constituents.
Responsible for the menu planning for age appropriate meals during summer camp and for different types of rental groups.
• Perform the planning, preparation & service of good food in accordance with safety, nutrition & guest needs
• Be the primary contact for guests and the parents of campers with dietary restrictions.
• Ensure that food is ready to serve when scheduled, is of good quality and presentation
• Ensures proper staffing levels by recruiting, interviewing and mentoring kitchen staff members, volunteer or paid as the situation warrants.
• Manages staff, volunteers & guests in the kitchen, dining room & dish area operations, including scheduling, performance feedback.

• Order food and kitchen supplies and maintain a good relationship with our vendors
• Receive, verify the order and store the food and supplies properly.
• Keep track of food costs to maintain the price per plate within the range of the budget requirements
• Maintain inventory of other camp supplies (paper towels, cleaning supplies, detergent, etc.) and order as needed; receive and verify orders before storing.

• Supervise and perform general cleaning of the kitchen, food storage, food handling areas and dining hall in accordance with Health Department regulations.
• Transport food from kitchen to meeting facilities, when eating in areas other than the dining hall.
• Setup and prepare tables, chairs and other meeting facility furnishings.
• Ensure all kitchen equipment is in good, clean working order and report any issues to the Executive Director.

COMPENSATION:
This position is compensated hourly and is unique in that it is a full time position from April through October, with overtime as required. From November thru March the position will be on an as needed basis, with at least one full day a week guaranteed and often more available/needed.

For further information and to apply please email Jill Barton @ jill.barton@manatawny.org.