Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Camp UniStar Food Service Director (FSD)

Reports to: Camp Director

Purpose

The purpose of the Food Service Director (FSD) is to manage the operations of the food service facility and coordinate staff and volunteers in the kitchen. **The primary focus of this position is on kitchen oversight, Food Code adherence, and the development of staff competencies in the kitchen.** The FSD also plans, prepares, and serves high quality meals. The FSD fosters a welcoming work environment in which established policies, procedures, and best practices are followed.

The FSD reports to the Camp Director. The FSD works in conjunction with the Camp Director and the Food Service Subcommittee to fulfill the job duties described herein. The FSD directly supervises the Assistant FSD (A-FSD) and Lead Cook and helps support them as necessary to fulfill their roles. The FSD also supervises other kitchen staff and volunteers as needed to develop their skills and ensure food code adherence. As reflected in the staff compensation scales, this job involves additional "Advanced Responsibilities" to provide services and leadership that are critical to the safe function and/or effective business operation of camp.

Goals and Responsibilities

The FSD is responsible for providing reliable, skilled, and knowledgeable leadership in all areas relating to the kitchen. Approximately 80% of the FSD's time will be spent working on shifts related to the essential functions listed in this job description. Camp UniStar strives to provide healthful and tasty meals in a timely manner. Below list in detail some of the FSD's many responsibilities related to this goal. Additional duties and responsibilities not outlined below may be required as deemed necessary by the Camp Director.

FSD: Kitchen oversight including

- Food safety compliance and quality control
- Staff and volunteer development
- Staff supervision
    - Direct supervision of A-FSD and Lead Cooks
- Budget oversight
- Menu planning
- Kitchen shift scheduling
- Interface with the Director, local community, and kitchen participants
- Direct oversight of emergencies

Essential Functions/ Primary Job Duties

The Food Service Director is responsible for assuring the health and safety of food served and that kitchen operations meet the State of MN Health Code requirements. This requires orienting staff and volunteers to food service policies and practices, and continuing the training and development of staff

and volunteers throughout the summer.

1. **Food Safety Compliance and Quality Control:** The FSD takes primary responsibility for the kitchen's adherence to the Food Code, as established by the Minnesota Department of Health. All staff in the kitchen are expected to follow the Food Code and the FSD may need to offer additional training and support if adherence is not observed. The FSD will regularly assess kitchen equipment to ensure that it meets the Food Code and will communicate about equipment as needed with the Food Service Subcommittee. The FSD will also direct the opening and closing of the kitchen in order to ensure adherence to the Food Code in the Spring and to protect supplies as much as possible from contamination in the off-season.
    a. *Quality Control:* The FSD will work to establish and maintain a high standard for kitchen operations, cleanliness, and food products. This may include, but is not limited to, negotiations with food vendors, recipe adjustment, and/or additional staff training or support.
2. **Staff Training:** The FSD takes primary responsibility for the training of staff in the kitchen. This includes training on relevant Food Codes, established best-practices in food preparation and serving, and the proper operation and care of kitchen equipment.
    a. Staff: The FSD will lead official training sessions during Staff Training Week for all staff, as well as provide specific training for the A-FSD, Lead Cook, and Baker. The FSD will continue to provide training and support throughout the summer to encourage the development of staff kitchen skills, especially for those staff who show interest in developing their kitchen skills and/or leadership skills.
    b. Notes on Volunteers: The FSD will encourage and support volunteers in the kitchen, but the A-FSD is responsible for training volunteers. The FSD works to ensure that the A-FSD is competent and confident in the training of volunteers. The FSD will remain a resource for any volunteer (UniCorps or non-UniCorps) in the kitchen. The FSD will provide opportunities and encouragement for campers of all ages (except for children in diapers) to volunteer in the kitchen. During the Youth Weeks, the FSD will work with the A-FSD to plan kitchen work projects for youth.
3. **Staff Supervision:** The FSD supervises staff in the kitchen to ensure adherence to kitchen policies and best-practices. It is the Camp Director's responsibility to ensure adherence to camp-wide policies, and the FSD also supports compliance with those policies.
    a. Direct Supervision of A-FSD and Lead Cook: The FSD directly supervises the A-FSD and Lead Cook to ensure that they are sufficiently trained and supported to fulfill their important roles in the kitchen.
4. **Budget Oversight:** The FSD will remain aware of the foodservice budget. The FSD will carefully review weekly budget reports from the office and use these reports to plan menus, supply purchases, and other spending. The FSD will carefully plan all spending to stay within the foodservice budget. As needed, the FSD will communicate with the Foodservice Subcommittee of the Management Committee regarding budgeting questions and concerns.
5. **Menu Planning:** The FSD will take primary responsibility for menu planning, as this is critical for budget-management. However, the FSD is encouraged to collaborate with the A-FSD and Lead Cook to plan the meals for each week and the season. When menu planning, the menu planning team must take into account the budget, the food inventory, balanced nutrition guidelines, taste,

preparation time, and the abilities of the available staff.

   a. Special diets: Menu planning includes planning for the accommodation of food allergies as well as vegetarian, vegan, gluten-free, and dairy-free diets based on information in camper registration information. The FSD is the primary person responsible for ensuring that meals planned and prepared to meet special diets are indeed in accordance with those special diets. It is also the responsibility of the FSD to keep staff informed of all camper food allergies and approved special diet requests in order to avoid preparation and serving errors. The FSD will meet with incoming campers as needed to review their needs and accommodations.

6. **Kitchen Shift Scheduling:** The preparation of each meal requires a First Cook and a Second Cook. The FSD will draft weekly schedules to help match staff interest and skill to each First Cook role (and Second Cook role for especially complex or labor-intensive meals). The FSD will also help schedule kitchen-specific UniCorps volunteers. The FSD will collaborate with the Camp Director, Assistant Director, and/or other staff to finalize kitchen shift schedules before each week begins.
7. **Meal Preparation and Serving:** The FSD will lead and serve meals in the First Cook role several times per week. While maintaining a positive and encouraging atmosphere, the FSD will dedicate some of the meal preparation time to the development of staff and volunteer meal preparation skills.
8. **Interface with the Director, Local Community, and Kitchen Participants:** The FSD will be a professional and a leader in the Camp UniStar community.
   a. Camp Director: The FSD will coordinate with the Camp Director to promote consistent and effective leadership for campers and staff and smooth operation of camp facilities.
   b. Local Community: The FSD will interact in a professional manner with local residents and businesses.
   c. Kitchen Participants: The FSD will work to establish and maintain a positive and collaborative environment in the kitchen for all those participating in kitchen activities, for both volunteers (UniCorps and non-UniCorps, youth and adult) and staff.
9. **Direct Oversight of Emergencies:** In the event of an emergency, the FSD is expected to be familiar with and follow all kitchen safety protocols and be able to lead staff in enacting these protocols for the kitchen. In addition, the FSD must know the appropriate steps to be taken in the event of a power outage.

Additional Duties

Like all other staff, the FSD will participate in weekly all-staff duties and in relevant staff training as determined by the Camp Director. Staff in leadership positions may also be asked to communicate at times with designated individuals or groups on the Management Committee.

1. **Weekly all-staff duties:** The FSD will participate in staff meetings, Saturday all-camp meetings, Saturday cleaning (kitchen-based), food unloading (FSA shift), organization and off-loading of trash and recycling (prep-town-run shift), welcoming and engaging with campers of all ages, and participating in other duties as outlined in the staff handbook.
2. **Working with leaders of camp programming:** As possible, the FSD will coordinate with the Youth and Children's Program Directors and family week Program Leaders to accommodate

activities that involve food.

3. **Working with Youth Week leaders:** The FSD will collaborate with Youth Week leaders to provide daily canteen snacks and to make possible menu adjustments to fit youth tastes.
4. **Communicating with the Management Committee:** The FSD will coordinate with the Property Subcommittee as needed while opening and closing the kitchen for the season. The FSD will send an end-of-season report to the Food Service Subcommittee and communicate as needed with the Food Service Subcommittee.
5. **Other duties as assigned:** In coordination with and per the discretion of the Camp Director, other tasks may be assigned to fulfill the needs of the camp community.

Qualifications

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Food Manager certification
- Comfortable in a rustic setting
- Experience in supervising others – Food service management or similar supervisory experience (experience supervising peers is desirable)
- Ability to train others
- Commitment to enforcing kitchen policies
- WIllingness to work closely with the Camp Director, Assistant FSD, Lead Cook, and Baker
- Willingness to work with people of all ages
- Commitment to maintaining a healthy and productive work environment
- Knowledge of nutrition and meal planning
- Skilled in baking and cooking
- Familiarity with food allergies and common special dietary requirements
- Safety conscious
- Experience driving boats preferred
- Skill in budgeting and financial management
- Good verbal and written communications skills
- Self-starter/ self-motivated

Physical Requirements

Some physical requirements of the FSD position could be endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate kitchen equipment and perform job activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.

Compensation

Compensation is commensurate with experience and guidelines established by the Personnel

Subcommittee. Compensation includes room and board at camp, one paid day off weekly, and two paid personal days off per season. Paid sick leave is determined by Camp Director. Employees provide their own health insurance.

Camp Season

On-site work runs mid-May into early September.