

## **Food Service Manager Job Description**

### **Food Service Manager/Head Cook (Year Round Position) [Filled By Deb Luzadder]**

1. Will be in charge of kitchen, menu planning, food ordering and grocery shopping.
2. Will work directly with the camp manager on ordering.
3. Will carry out the daily menus and food preparation.
4. In charge of the kitchen and all other kitchen related personnel.
5. Responsible for over seeing that the kitchen; dish room; dining room, stock rooms; cold storage;  
etc. is kept clean and in order.
6. Set time for assistant cooks to report to work.
7. Over see grocery stocking and cleaning kitchen equipment.
8. Make sure that cooking preparation items are rinsed when placing in dish room-when dishwasher  
personnel are not there.
9. Train ALL the assistant cooks in food preparations.
10. Work schedule will be Sunday through Friday evenings, hours determined by schedule.  
(Record  
all hours on a weekly time-card.)
11. Must keep a food service certification education certificate current.
12. Light office work from September through May as schedule allows.
13. Time off June/July/August full day on Saturday and ½ day on Sunday and ½ day during the week. Leave for the day Monday through Thursday after evening meal prep is complete and assistant cook in place to finish prep, serve and clean-up. \*September through May 2 days off following 5 work days in a row. (\*Christmas Dinner at the Lake season exception.) (Record  
all  
hours on weekly time-card.)
14. Two weeks paid vacation per calendar year.
15. There are some schedule exceptions, see All-Staff Responsibilities on page 10.