

May, 2017

POSITION DECLARATION

PART I

TITLE: Shift Supervisor at Camp Alexander Mack, Inc.

FUNCTION: To assist in the preparation of food for groups and supervise the serving of the specified meals for retreat season and summer camps, supervising general workers in the kitchen and dining areas. Assisting with facility when necessary

LINE OF AUTHORITY: Directly responsible to the Food Service Director.

REPORTABILITY: Meet weekly with the Food Service Director regarding job objectives, supply ordering, cleaning schedules, assignments etc. Annually meet with the Food Service Director to review position declaration, standard of performance, and wages.

ACCOUNTABILITY: The person shall be accountable for working as a team member with other staff, upholding camp policy, and extending courtesies and services to the clientele and other persons on the grounds

QUALIFICATIONS:

1. The person needs to respect Camp Mack and be willing to help in the fulfilling of our Mission Statement.
2. This person needs to be at least 21 years old and have had supervisory experience with documentation of supervisory skills.
3. This person needs to be able to train, work with, and supervise staff in area of food service.
4. The person needs to be enthusiastic and able to create excitement in others.
5. The person needs to have appropriate emotional maturity and stability.
6. The person must be able to lift 50 pounds

PART II

I. Person has responsibility to participate in staff meetings.

STANDARD OF PERFORMANCE:

1. Meet with and receive job assignments from the Food Service Manager.
2. Receive updates on groups and related assignments.
3. Attend full staff meetings as held.

II. Person has responsibility to assist in food preparation, service, and clean up as assigned by the Food Service ensuring all staff are properly instructed and supervised.

STANDARD OF PERFORMANCE:

1. Be in the kitchen at assigned times with food ready to serve on time.

2. Keep food at safe temperatures and supervise the dishing up of food.
3. Check line and dining hall set up, (including dishes, napkins, silverware, salt & pepper, etc.)
4. Instruct workers as to proper dress and politeness towards campers and leaders.
5. Be available to leaders for concerns they might have regarding the meal.
6. Have a dining hall person in each dining hall from the time table-setters arrive until the campers leave. These persons will watch line and make sure that the campers have their needs met in a polite, courteous manner. Retreat groups will also have a dining hall host present during the time they are in the dining hall.
7. Supervise the clean-up, including the dining room, making sure dishes, pots and pans are washed properly
8. Break down line after meal and store leftovers properly, dating and labeling food while keeping it at the proper temperature.
9. Make sure stainless equipment is properly cleaned and floors are swept and mopped.
10. Shut down all equipment on checklist (i.e. ovens, grills, steamers, warmers, dish machine, etc.)
11. Following the last meal of the day, lock all doors, making sure lights are turned off before leaving.
12. Ensure safety and uphold guidelines and standards set for the kitchen in the kitchen manual.
13. Steamer cleaned daily after being used.

III. Person has responsibility to assist in maintaining a clean, well-organized kitchen and food room, with those assisting properly instructed and supervised.

STANDARD OF PERFORMANCE:

1. Inventory of food, including leftovers, is maintained with dates marked.
2. Food storage is kept neat and meeting health codes.
3. Food is rotated.
4. Write down depleting of shelf items.
5. Dishes and equipment are kept clean and properly stored.
6. Food waste is kept to a minimum.
7. When using, check temperature in cooler and freezer, reporting them when outside designated ranges.
8. Help maintain an updated "Manual" with accurate data on food quantities and the proper procedure for preparing all recipes in use.

IV. Person has responsibility to grow professionally.

STANDARD OF PERFORMANCE:

1. Participate in workshops and seminars which strengthen your skills for performing your duties at Camp Mack, with the Director approving such events and the camp providing professional growth allowance as the budget allows and the Director deems appropriate.

V. Person is responsible to complete other tasks as assigned.