

Diocese of Sacramento Job Description

Location: Camp Pendola
Position: Summer Camp **Kitchen Manager**
Classification: Non-Exempt
Schedule: Seasonal June – August



Pendola Center
Catholic Diocese of Sacramento

REPORTS TO: Director of Camp Pendola

JOB SUMMARY: Responsible for the preparation of all meals and snacks for staff and campers. Responsibilities may include helping to pack food for overnights and trips.

ESSENTIAL ELEMENTS:

- Visual and auditory ability to identify and respond to environmental and other hazards related to the work environment.
- To lift 50 pounds and unload/move food and supplies
- To lift dishes to their storage location
- Ability to assess conditions of food
- Ability to operate electrical and mechanical equipment
- Ability to create menus and follow written recipes.
- Ability to meet diocesan recommendations of being at least 21 years of age in order to operate diocesan vehicles.

GENERAL RESPONSIBILITIES:

- Manage all aspects of Food Services for the summer including:
 - Menu planning
 - Food ordering
 - Maintaining adequate inventory to accommodate anticipated special diets
 - Assess the needs for equipment and supplies needed for the kitchen
 - Order paper supplies for camp including toilet paper, paper towels, handsoap and floor cleaning supplies.
 - Notify Camp Director of any malfunction or break down of equipment and appliances
- Direct assigned kitchen staff in preparing foods by performing any combination of the following tasks:
 - Set-up and break down kitchen daily
 - Prepare foods, vegetables, meats, breads, soups, etc.
 - Wash and store dishes, pots & pans, and utensils
 - Serve food and supplies
 - Help unload, move and store supplies
 - Maintain kitchen, pantry, soup room, and walk-in cleanliness
 - Conduct daily checks of equipment for safety, proper temperatures, cleanliness and good repair
 - Assist in any area of kitchen or dining room, as requested by the head cook
 - Assist in conducting initial and end-of-season inventory, storing and keeping equipment in good condition
 - Assist in the end of season cleaning of the kitchen

- Assist in packing materials and supplies for following season
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required
- To fulfill other staff administrative roles
 - Prepare for and actively participate in staff training, meetings, and supervisory conferences.
 - Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.
 - Follow all camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
 - Encourage respect for personal property, camp equipment, and facilities.
 - Manage personal time off in accordance with camp policy.
 - Maintain good public relations with campers' parents and visiting public.
 - Submit all required reports, and evaluations on time.
 - These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Desired Qualifications:

- Ability to use Microsoft Windows Office Professional programs
- 2-3 years experience in a camp setting or commercial kitchen
- First Aid and C.P.R. for the Professional Rescuer Certification
- California Food Handler Certificate Required
- Valid Driver's License

Employee's Signature Date

Supervisor's Signature Date