



Job Description

Note: This position description does not state or imply that the duties enumerated here are the only duties and responsibilities that may be assigned to or expected of this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Responsible to: Operations Director

Supervisor of: Kitchen Assistants, staff, volunteers, and weekend hosts

Purpose: The Food Service Manager is responsible for general oversight of food service operations, including: planning menus, purchasing, receiving deliveries, inventory, preparation of nutritious and tasteful meals-served on-time, hiring, training, and supervising all kitchen staff and volunteers, safely operating and maintaining kitchen and dining area equipment, and the overall cleanliness and housekeeping of the kitchen and dining facilities.

The Kenbrook staff is a team, working together to serve God through relationships, programs, and services that promote community, discipleship, innovation and ministry. Consequently, it is vital that our staff understands that “going the extra mile”, serving beyond the scope of our job description is often a part of what we are called to do. Whatever our task, we must bear in mind that our service is ultimately unto the Lord.

Required Qualifications:

- Exemplify the love of Jesus Christ through humble, genuine, and excellent guest service
- Min. 5 years’ experience cooking and food service operations for groups of 20 min - 250 max
- Possess or the ability to expeditiously complete food handling training (ServSafe Certification)
- At least 21 years of age
- Ability to stand for long periods and to lift and/or carry items 50 pounds or less
- Flexible to work weekends during most of the year and some weekdays throughout the year
- Must maintain all Pennsylvania and Federal background checks as well as meet any Board of Directors' pre-employment requirements
- Ability to cultivate and manage a team of food service employees
- Proven understanding of departmental budget, maintaining operational expenses in line with group size, rate, and type
- Maintain a crisp, clean, and professional appearance both personally, of your staff, and the food presentation
- Ability to communicate well with guests, staff, and board of directors in both oral and written forms
- Current professional certifications in: First Aid, CPR & AED or the willingness to acquire after hire

Desired Qualifications:

- Culinary Arts graduate
- Other college degree, trade-school certificate, or post-secondary coursework in food service and/or cooking
- Basic understanding of computer skills for web based ordering, company e-mail and creating documents

Specific Responsibilities:

- Responsible for menu planning or menu planning oversight for nutritious, age and culturally appropriate meals for a variety of retreat groups and demographics
- Perform planning, preparation, and service of excellent quality food in the context of safety, nutrition, and guest needs
- Developing annual operating budget with supervisor and review the monthly expense reports
- Be the primary contact for guests with dietary restrictions
- Ensure that food is ready to serve when scheduled, is of high quality and excellent presentation
- Responsible to clean kitchen and serving area after each meal and at the end of each service period
- Responsible to oversee and staff food service operations for annual special events and/or fundraisers
- Ensures proper staffing levels by interviewing, recruiting, and training skilled and talented kitchen staff members
- Manage staff, volunteers & guests in the kitchen, dining room & dish area operations, including scheduling, performance feedback, discipline and termination
- Order food and kitchen supplies, maintaining relationship with our current vendors, and if necessary, cultivating new vendors
- Receive, verify, and store the food order and supplies properly
- Track food costs to know and maintain the price per plate to a minimum
- Supervise general cleaning of the kitchen, food storage, food handling areas and dining hall in accordance with Health Department regulations
- Ensure all kitchen equipment is in good, clean working order and report any maintenance issues to the Director of Facilities
- Meet regularly with the hospitality team and supervisor
- Ability to navigate Microsoft Office suite, web-browser, and Outlook for regular office responsibilities
- Aid in hiring and Serve as consultant, coach, and guide to the Summer Camp Food Service Director
- Provide and contribute to regular evaluation and improvement for the food services arm of the Kenbrook Ministry