

# BEAR CREEK

## Kitchen Manager

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Responsible to: Camp Director

### Qualifications:

1. Minimum 21 years of age.
2. Positive driving record.
3. Experience in cooking for large groups.
4. Experience in preparing nutritious, well-balanced meals.
5. Prior supervisory experience.
6. Ability to manage time to accomplish all necessary tasks.
7. Possess strong listening and communication skills.
8. Desire to model Christian values.

### Essential Functions:

1. Be able to lift and carry 25 lbs.
2. Work in a large, noisy dining hall.

### General Responsibilities:

1. Prepare menus to ensure they meet the dietary needs of the people served.
2. Plan and serve meals according to nutritional guidelines.
3. Recruit and hire cooks.
4. Arrange work schedules for all kitchen employees.
5. Supervise all kitchen staff.
6. Maintain inventory of Kitchen.
7. Purchase food and necessary supplies within the limits of the given budget.
8. Provide friendly and hospitable service to guests and staff.
9. Maintain records according to State regulations.
10. Prepare all necessary paperwork in a timely manner.
11. Additional duties as assigned.

### Evaluation process:

Annual performance review will be conducted by the Camp Director.