



**Job Title:** Kitchen Manager  
**Reports to:** Camp Director

**Rev. Date:** 1-1-24

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**Purpose:** The primary purpose of this position is to manage the kitchen for Camp Barnabas. The Kitchen Manager should strive to provide quality food while making sure all sanitation procedures are followed. The Kitchen Manager should also ensure that food is plentiful while staying within budget and will maintain open and constant communication with the Camp Director.

**Description of Duties and Responsibilities:**

- Oversee the kitchen operations for Camp while also serving as the head cook
- Supervise cooks and volunteers
- Supervise and coordinate activities of cooks, summer staff and volunteers
- Oversee all meals including special diets
- Ensure that all kitchen staff are following established menus and recipes
- Ensure compliance with health and safety guidelines
- Keep kitchen sanitized and orderly
- Ensure all food and other items are stored properly
- Place all food orders in accordance with the budget and in a timely manner
- Monitor freshness of food and ingredients
- Ensure that there is plenty of food and supplies (campers, staff, & volunteers are full)
- Ensure that all meals are on time and as scheduled
- Ensure uniform serving sizes and quality of meals
- Work to minimize waste
- Maintain inventory of food and supplies
- Communicate with the Camp Director regarding any needs or concerns as it pertains to food services
- Oversee kitchen operations and meals for retreats, including set up, service and clean up
- Work with Camp Director to ensure proper training of all kitchen staff in all areas of cooking, sanitation, and camp policies
- Reports to the Camp Director while operating Camp kitchen during Summer months

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*This job description is subject to change at any time.*

- **There may be other duties assigned by the direct supervisor when necessary. This list may not be exhaustive.**

**Requirements Skills and Abilities:**

- Professionalism and acute attention to detail
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize job responsibilities
- Follow uniform standards and policies
- Model of Christian life in the community
- Must have a valid driver's license

**Education and Experience:**

- High school diploma or equivalent preferred
- Certified Serve Safe Manager Certification required
- Previous kitchen management experience required
- Certification as a Registered Dietitian Nutritionist (RDN), Nutrition and Dietetics Technician, Registered (NDTR), or similar credentials preferred
- **Must pass reference checks and background screenings, which includes sex offender registry checks, and Child Protection Plan training.**

**Physical Requirements:**

- Ability to walk a mile over uneven terrain, after dark if necessary.
- Ability to get to remote locations of camp property quickly.
- Visual and auditory ability to identify and respond to emergencies.
- Ability to observe and assess unsanitary or unhealthy conditions.
- Ability to communicate and work with a variety of ages/abilities.
- Must be a non-smoker.
- Ability to lift up to 50 lbs.
- Ability to work in low and high temperatures
- Ability to work in noisy environments
- Ability to to work in outdoor elements such as precipitation and wind

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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