



Missionary Society of Connecticut
Silver Lake Conference Center

Job Description

Kitchen Coordinator

Reports to: Chef

General Description of Duties:

Supervise a team of Cooks to provide food and related service for summer Conferees and Staff. Facilitate all staff related administrative duties for the Food Service Department.

Principle Duties:

- Supervision of Kitchen Staff and rotating Staff working in the kitchen.
- Responsible for scheduling the food service crew for the summer season using a six day alternating rotation of the entire Silver Lake staff.
- Cooking as required.
- Baking as required.
- Facilitate Bakeshop Ministry program (three 90 minute sessions/week).
- Cleaning as required, plus supervision of daily and weekly food service cleaning schedules.
- Manage all food service related activities in the absence of the Chef.
- Understand and assist with the food purchasing and receiving.
- Be an engaged member of the coordinating team by supporting one another, holding each other accountable and serving as a positive example for younger staff.

Minimum Qualifications:

- Age 21 or older.
- Supervisory experience.
- Experience in food preparation and food service.
- Knowledge of cleaning procedures and products.
- Physically fit, possessing ability to work longer hours on your feet and strength to lift 50 pounds.
- Develop working knowledge of State Health Laws pertaining to a food service operation.
- Ambition to create and support a motivated culinary team. This would include assessing team skills and training on a regular basis.
- Ability and desire to promote a spirit filled cooking ministry at Silver Lake.

Specific Administrative Duties:

- Attend daily coordinator's meeting. Represent the kitchen's needs. Report back to the Chef daily all kitchen related information that was discussed and needs further attention.
- Attend the Saturday Dean's meeting. Represent kitchen by promoting a willingness to serve and handle their group's food service needs. Distribute the current weeks cycle menu. Introduce the Bake Shop Ministry Program.

- Attend the Sunday Staff Introduction. Warmly welcome all conferees. Promote a willingness to accommodate all special requests or dietary concerns. Enthusiastically introduce all kitchen staff that are present and mention those that are not in attendance.
- Update and copy cycle menu weekly. Post menu on the dining room menu board and the kitchen information board on Saturday morning.
- Produce and post weekly staff schedule & work assignment sheet on Saturday morning. This schedule needs to be a collaborative, agreed upon effort that takes into consideration each staff person's time commitments to the kitchen as well as their camp responsibilities. The Family Coordinators will need to provide their schedule of dining room, dish room and kitchen support positions, for inclusion on the schedule.
- Coordinate the production of the evening snack with the assigned kitchen staff person. Communicate service requirements to the staff persons scheduled for the evening.
- Monitor the kitchen's "Daily Timeline" and "Work Assignment" to assure a smooth flowing efficient operation.
- Understand Silver Lake's purchasing procedures. Assist in the purchasing and receiving of all products.

Specific Staff Related Duties:

- Personally demonstrate a helpful positive attitude within the kitchen workplace. Encourage a strong Christian attitude within the Silver Lake community. Instill and perpetuate a sense of pride in the Silver Lake Food Service Ministry.
- Schedule a six day rotating kitchen staff from the general Silver Lake staff.
- Oversee proper food service standards and work procedures in the dining room and dish room areas. Assist Camp Family Coordinators with training and oversight for the daily assigned food service work crews from Family and the Conferee groups.
- Understand the dress code for the kitchen. Supervise the dress code for the food service staff assuring that health code regulations, personal safety, and proper kitchen image is met.
- Supervise staff to follow health codes in all aspects of food preparation, food storage, equipment sanitation, trash removal, recycling and daily composting.
- Supervise kitchen and family staffs to be aware of and follow safe work practices in the kitchen. Plan training for proper knife handling, sharpening and use procedures. Review procedures for proper storage, rotation and labeling of food. Review procedures for proper use of kitchen cleaning supplies, covering Material Data Sheets as well as possible chemical reactions. Review the safe usage of all mechanical cooking equipment in the kitchen.
- Schedule and manage the packing of the Sunday Sandwich Celebration and the Thursday Night Cookout. Review procedure with the staff person assigned. Double check completed packing before it's transported.

Food Preparation and Service Related Duties:

- Monitor quality and quantity of food and baked goods prepared to insure consistent consumer satisfaction. Use standardized recipes whenever available.
- Meet the diverse nutritional needs and preferences of a large and ever changing community. Show special sensitivity to food allergies and health issues. All meals should be flavorful and appealing to look at.
- Meet a demanding schedule of meals and snacks, served on time and at appropriate temperatures. Close attention should be paid to the "Daily Kitchen Timeline" and "Staff

Schedule” for job assignments. These schedules are ultimately tied in with assuring timeliness of related projects.

- Establish ways of work and good cooking practices that will reduce waste of food and other resources. Understand and practice proper food storage and rotation, “First in -first out.”
- Understand and support Silver Lake’s composting and sustainability programs.
- Monitor the appearance of the cereal bar, salad bar, condiment station and beverage table, paying particular attention to the quantity and quality of the food and overall presentation. Assure that the staff person in charge of this station is fully aware of its requirements.
- Coordinate the delivery of desserts when needed as well as the presentation of requested birthday cakes prior to the meal period with the resource coordinator.

Team building related duties:

- Plan for and schedule a kitchen staff team building outing each week. Example: special staff meal, ropes course, pottery session, lead worship service, group swim.
- Promote and support the cross utilization of all Silver Lake staff members into the kitchen operation. Make all new staff workers to the kitchen welcome and comfortable with their job duties. Special attention should be paid to Camp Family during their daily rotation into the kitchen.
- Understand the dietary requirements and changing preferences (as the summer progresses,) of all the staff members. Work closely to meet these needs.
- Promote a truly loving Christian attitude within the kitchen staff toward the supporting Camp Family and the Conferee group workers.
- Display sincere hospitality to the entire Silver Lake community. The kitchen staff must demonstrate respectful cooperation to all Deans, Councilors and Conferees at all times.

And above all, the Kitchen coordinator will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant, and the policies of Silver Lake Conference Center and the Missionary Society of Connecticut

Term of service: The assignment will be defined in a written contract. It is a seasonal position to serve summer conferences.

Compensation: Salary will be defined in a written contract, and will be based on experience.