



Silver Lake Conference Center

Job Description

## Kitchen Coordinator

Reports to: Food Services Manager/Program Director

### Position Purpose:

Supervise team of Kitchen Staff to provide food and related service for summer conferees and staff. Work closely with the Food Services Manager to ensure camp kitchen meets all health codes. Act as liaison between the kitchen and the rest of camp.

### Principal Duties:

- Supervise Kitchen Staff Team
  - Supervise Kitchen staff and any rotating staff assigned to the kitchen
  - Schedule staff members into a weekly rotation
  - Train team in cleaning and disinfecting procedures, safe food handling, and safe equipment use
  - Perform and document a mid-summer evaluation and an end-of-summer evaluation with each team member
  - Serve as a role model and mentor to team, other staff, and campers
- Keep camp kitchen in compliance with all applicable health codes
  - Manage staff schedules to ensure all areas are cleaned and disinfected daily
  - Stay informed of current best practices for Covid-19 mitigation and implement all related policies
  - Be aware of and implement safety guidelines, including safe operation of all equipment
  - Notice and respond to safety issues
  - Become familiar with kitchen manual
  - Ensure that all areas of responsibility meet ACA standards
- Support Food Services Manager (FSM) to ensure smooth operation of kitchen
  - Inventory as needed and notify FSM of necessary ordering
  - Assist FSM with ordering and receiving orders
  - Assist FSM with tracking and preparing special diet meals
  - Cook, as required
  - Bake, as required
  - Manage all food service-related activities in the absence of the FSM
- Act as liaison between kitchen and the rest of camp
  - Respond to food service requests from Program Staff, Year-round Staff, campers, and guests

- Communicate and enforce safety procedures around the kitchen
- Report needs and concerns to FSM as they arise
- Serve as a member of the Coordinator Team
  - Represent Kitchen needs and concerns at daily Coordinator Meeting
  - Monitor and contribute to well-being of the staff community as a member of the Community Life Team
  - Support other Coordinators in their work
  - Report any staff or program concerns to Program Director

#### Other Job Duties:

- Participate in emergency drills
- Respond to emergencies
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

#### Relationships:

The Coordinator will work closely with the Food Services Manager to ensure the smooth and safe operation of the camp kitchen. The Coordinator will also work with the Program Director (or Executive Director) to create a healthy staff community and to support the summer camp program. The Coordinator will work on a team with the other Coordinators and will serve as a role model and mentor to their staff.

#### Equipment Used:

- Kitchen equipment, including but not limited to knives, meat slicer, mixers, ovens, grills, fryers.
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers
- Van or truck

#### Qualifications:

- Age 21 or older
- Working knowledge of State health laws pertaining to food service
- ServSafe certification a plus
- Experience in food preparation and service
- Supervisory experience
- Valid US Driver's License
- Satisfactory driving record
- First Aid/CPR certification, or ability to obtain such

- Must submit health history record and examination form prior to first day of work
- Satisfactory background check

Knowledge, Skills, and Abilities:

- Knowledge of cleaning procedures and products
- Knowledge of tools and safety equipment
- Working knowledge of State Health Laws pertaining to areas of responsibility
- Ability to assess team skills and train as needed
- Ability to prioritize projects and assign to appropriate staff members
- Ability to evaluate the work of others in a constructive and growthful way
- Flexibility and ability to adapt to changing situations quickly
- Be an engaged member of the coordinating team by supporting one another and holding one's self and each other accountable
- Exhibit maturity
- Be an appropriate role model
- Be self-motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Southern New England Conference of the UCC.

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written hire letter and will include the pre-summer Staff Development Program.

Compensation: Salary begins at \$3,050 and is based on experience.