
Food Services Manager Job Description

Role Title: Food Services Manager
Reports To: Director of Administration

Overview of Role:

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Under the direction of the Director of Administration, the Food Services Manager is responsible for the day to day operations of the camp's kitchens. This individual will maintain overall cleanliness, function, and care of all equipment and administer Food Safety Management. This individual will need to be a sufficient cook and be able to manage staff/volunteers successfully. This role will require flexible work hours including some weekends and evenings.

Primary Objectives

To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church

- To accomplish the primary objectives by effectively managing the operations of the camp kitchens related to Dallas Valley Ranch Camp (see key responsibilities)

JOB SUMMARY

Under the direction of the Director of Administration perform a variety of duties as required for the operation of the Dallas Valley Ranch Camp kitchens and food services department.

SKILLS

- Demonstrate a love for the Lord
- Ministry focus
- Good interpersonal/communication skills
- Empathetic to those we serve
- Ability to work flexible hours
- Good organizational ability
- Ability to prepare good food for large groups

DUTIES

These statements reflect the principle function and do not describe all work assignments inherent in the job.

- Year Round
 - Be acquainted with Saskatchewan Health Regulation for public eating establishments and to ensure that these regulations are adhered to within the food service at Dallas Valley Ranch Camp.
 - To report to the Custodian and/or Director of Facilities any repairs required within the Food Services facilities.
 - Prepare and place food orders working within the approved budget and maintain good working relationships with suppliers.
 - Receive and organize incoming orders
 - Maintain clean and organized kitchen facilities including the storage room, fridges and freezers.
 - Maintain accurate records of food inventory
 - Create and maintain versatile menus that keep within the approved budget
 - Flexible to provide food options for those with dietary restrictions including allergies.
 - Implement and oversee all food safety procedures
 - Keep records of staff payroll and submit to the office

- Summer Camp Season
 - Recruit, hire, train and supervise the summer kitchen staff/volunteers required for the summer camp season.
 - Scheduling cooks throughout the summer
 - Prepare the menus and ensure that adequate supplies are available
 - Supervise and assist as required in the camp kitchens

- Guest Group Season
 - Work with Administrative Assistant contacting guest groups and building relationships with them
 - Work with Administrative Assistant communicating with the full time staff about meals offered
 - Fulfill Head Cook duties for this season bringing in volunteers and helpers as required.

Job Requirements

- Follower of Christ
- Passion for the Gospel

Education and Experience

- Experience with camp ministry an asset
- Experience cooking in and/or coordinating meals for large groups an asset
- Food Handler Certification