

## **TRINITY PINES: FOOD SERVICE**

### **CLASS TITLE: FOOD SERVICE MANAGER**

#### **Position Role Definition – Food Service Manager**

The primary goal of our Food Service Manager is to utilize the resources of our facility and personnel to provide an outstanding guest experience at meal time for the groups and individuals who come to Trinity Pines. The service begins prior to the group's arrival in assuring awareness of the group size and requests for meals, meal schedule, and dietary issues as well as scheduling necessary staff and ordering food and supplies. Communication with the group leader and camp staff is a key component of the effective delivery of the outstanding dining experience for our guests.

#### **BASIC FUNCTION**

The Food Service Manager reports to the Trinity Pines Camp Manager. This person oversees and participates in the preparation and cooking of a wide variety of foods following standard recipes to achieve required taste and appearance standards. The Food Service Manager provides assistance and direction for other food service workers, and must demonstrate personal character consistent with Trinity Pines' Mission and Commitment.

#### **REPRESENTATIVE DUTIES**

An effective Food Service Manager has a broad range of abilities, aptitudes and attitudes that contribute to the outstanding guest experience. The following is a description of some of the ways those abilities, aptitudes and attitudes are demonstrated:

- Creates menus and recipes for breakfast, lunch, and dinner service.
- Prepares food and/or supervises all meal preparation.
- Maintains an accurate record of all food inventories. Orders all needed food products and food service supplies. Puts away inventory.
- Maintains a good and professional relationship with all sales representatives. Serves as a liaison between sales reps and the camps manager.
- Assists in the hiring and management of other food service staff, full time or part time.
- Trains and provides work direction to others as assigned; performs lead duties in the food service area.
- Provides for a positive team environment in the food service area through efficient resource allocation, direct personnel supervision, encouragement, and team building activities.
- Exemplifies positive team approach through hands-on work in all food service areas.

- Estimates quantities needed and adjusts or extends recipes to appropriate quantities; maintains food quality standards including appearance, taste and nutritional requirements.
- Arranges cooking schedule and storage of cooked items to assure proper temperature of hot foods at serving time.
- Cleans food service equipment, stores food supplies, and complies with sanitation and safety procedures. Does a thorough walk through at the end of the shift to ensure all equipment is clean, put away, and off.
- Operates a variety of standard food preparation utensils such as ovens, grills, fryers, electric mixers, slicer, chopper, and other equipment.
- Assists in other food service areas as needed; serves food according to established guidelines and replenishes serving containers as needed.
- Maintains and stocks the drink service area. Assures that the equipment is clean and functional at all times.
- Maintains positive relations with Central District Health Inspectors, ensuring I compliance with all with all standards and requirements through the inspection process.
- Assists in storing unused food and supplies.
- Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Methods of preparation and serving food in large quantities.
- Sanitation and safety practices pertaining to food service.
- Standard food preparation equipment, utensils and measurements.
- Basic record-keeping techniques.
- Team Building as applied to food preparation environment.
- Basic math skills.
- Good customer service and verbal communication skills.

### **ABILITY TO:**

- Prepare and cook a wide variety of foods following standard recipes to achieve required taste, appearance and nutritional standards.
- Prepare appetizing and nutritionally balanced meals.
- Follow, and adjust recipes.
- Adapt menus to accommodate individual dietary needs and/or medical limitations.
- Affect food use efficiency in large scale food preparation.
- Prepare and serve food in accordance with health and sanitation regulations.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Operate standard food preparation equipment safely and efficiently.
- Observe health and safety regulations.

- Meet schedules and time lines.
- Interview and hire food service staff.
- Work independently with little direction.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships.
- Understand and follow oral and written directions.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above. The Food Service Manager must be willing to attend classes approved by camp management, and must maintain up to date certifications necessary for commercial food preparation.

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

Food Preparation environment including motorized kitchen equipment and sharp kitchen tools; subject to heat from ovens and grills.

### **PHYSICAL ABILITIES:**

Standing and walking for extended periods of time, bending at the waist, bending, pushing, moving, and lifting objects weighing up to 50 pounds, dexterity of hands and fingers to operate kitchen equipment, and vision to read recipes and to measure properly.

### **HAZARDS:**

Working around and with kitchen equipment and tools having moving parts and sharp blades; wet floors and surfaces.