



# Camp Calvary Personnel Program

## Kitchen Supervisor Job Description

### Position Summary

The Kitchen Supervisor directs the overall food-service operation of Camp Calvary, while maintaining a Christ-centered, well-organized, and sanitary kitchen environment.

This position is part-time in nature, operating during the summer camp season and when needed for retreats, camp events, and staff meetings. The Kitchen Supervisor assists with pre-camp planning and purchasing, and the preparation, service, sanitation, personnel management, customer service, and record keeping for all meals and canteens at camp.

### Essential Duties and Responsibilities

- Ensures sanitation in the kitchen, meeting or exceeding Health Department standards, and maintains high quality of the food being served.
- Maintains inventories and orders all supplies needed for the kitchen and canteen.
- Ensures all equipment in the kitchen is well-maintained and in good order.
- Ensures that temperature records are kept current on all kitchen related equipment.
- Supervises and delegates effectively to the food service staff.
- Achieves the appropriate training standard, as determined by the Health Department.
- Trains all food service staff in sanitary handling and preparation of food and equipment.
- Evaluates and provides feedback to the food service staff.
- Ensures that meals are prepared and served on time during camp sponsored events.
- Reviews food allergy information to meet dietary needs.
- Assists with serving and correctly storing the food after meals.
- Organizes the Pantry Donation drive.
- Plans all camp menus: Summer Camp, Camp Events, Canteens
- Plans and prepares meals for the Board of Directors and Committee meetings.
- Serves as a spiritual mentor to the personnel under their supervision.
- Performs all related work deemed necessary to ensure the safe and effective operation of Camp Calvary at the direction of the Camp Manager.

The logo for Camp Calvary, featuring a stylized red cross with yellow wings or arms extending from it, positioned above the text "CAMP CALVARY" in a small, black, sans-serif font.

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## **General Expectations**

- All staff at Camp Calvary work as a team to accomplish the work of the camp, supporting each other in completing tasks, and achieving the overall goals of the camp.
- The Board strongly prefers this person lives in close proximity.
- Attends a Restoration Christian Church in the Camp's fellowship.
- Maintains a close relationship with the local church community.
- Conducts themselves in a professional, Christ-like manner.
- Completes an annual criminal background check.
- Holds a high school diploma or GED.
- Hold a valid driver's license.