

# **4-H Camp Palmer Position Description Food Service Supervisor**

## **Qualifications**

- Experience as cook or assistant cook, preferably at camp, school, or youth facility.
- Training and experience in cooking for large groups (50-250).
- Ability to work with others, especially in a supervisory capacity.
- Knowledge of standards of food preparation, serving, and kitchen procedures.
- Complete the ServSafe Food Safety Manager Training (April 10-11 class).

**Responsible To:** Executive Director (communication with Program Specialist-menus)

## **Camp Goals**

- The mission of 4-H Camp Palmer, Inc. is to extend Ohio 4-H camping by engaging youth and adults as they build life skills in a community living environment. Making Moments Matter since 1947.
- Our goal in food service is to provide appealing, nourishing, balanced meals in a friendly atmosphere.

## **General Responsibilities**

- Provide positive oversight and coordinate use of all kitchen and dining hall services including regular meal preparation.
- Assist in hiring, training, supervising, and scheduling of kitchen staff.
- Place weekly orders for food and supplies.
- Check food shipments and deliveries against orders and invoices.
- Deal with requests for alternate meals for food allergies, vegetarian meal preferences, and other special needs.
- Keep kitchen, dining hall, and equipment clean.
- Maintain and supervise all sanitation procedures to meet Fulton County Health Department requirements and American Camping Association standard.
- Keep menus and staff schedules posted.
- Fill in for cook and for any job duty as needed.
- Supervise total kitchen operation and deal with day-to day problems. (i.e., personnel, food shortages, food pick-ups, and menu changes)
- Perform other duties as necessary for the smooth and efficient customer service.

## **Essential Functions:**

- Must be able to lift/unload/move food cases and supplies.
- Must be able to lift dishes and food to serving and storage locations.
- Must be able to use kitchen equipment safely including electrical and mechanical equipment.

**Season**

- March to October (May to Mid-August-busiest)
- Both during the week M-F and weekends (alternate with available staff)
- Shifts-7:00 a.m.-2:00 p.m. & 2:00 p.m.-7:00 p.m. (sometimes open, close, or both)

**Wages**

- Hourly wages are determined by experience. The range is \$15.50/ hr. to \$17.50/hr. Saturday work an extra .50/hr. and Sunday work an extra \$1/hr. This position is eligible for overtime pay at time and half/hr. over 40 hours/week.
- This is a seasonal and at will position.

**Position Contact**

- Bill Goodson, Executive Director  
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