



## Pathfinder Lodge Camp Vick

**Vick and Pathfinder Camp and Conference Ministries**  
PO Box 559  
Manlius, NY 13104

### **JOB DESCRIPTION**

**Position:** Food Service Director

**Reports To:** CEO

**Classification:** Seasonal

### **Job Summary**

The Food Service Director is responsible for creating a dining experience that is healthy and delicious. Dining services are central to the summer camp experience and are also available for some off-season camping and rental groups.

### **Essential Duties and Responsibilities:**

- Work closely with the CEO to ensure that food service operations run smoothly and effectively.
- Supervise all kitchen activities and staff, including the preparation and serving of all meals.
- Create and maintain a cooking and cleaning schedule.
- Create nutritious, tasty, and economical menus that adhere to the NYS Summer Food Service Program standards.
- Submit food orders in a timely manner, ensuring the appropriate amount of food is on hand for camp or event needs.
- Accommodate for special food needs such as dietary concerns, cookouts, banquets, snacks, and special events.
- Facilitate visits from the Health Inspector, Fire Chief, and any other local officials needed to provide certification of operation.
- Enforce all standards and regulations established by the NYS Department of Health and the NYS Summer Food Service Program.
- Work closely with the Facilities Manager to maintain the functionality and cleanliness of the kitchen and its appliances.
- Maintain an accurate inventory food, supplies, and equipment.
- Manage records and meal counts for the NYS Summer Food Service Program.
- Comply with all health-related protocols and procedures as applicable.

### **Expectations:**

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Treat the entirety of the camp community with dignity and respect.

- Communicate regularly with the CEO to coordinate operational issues associated with the kitchen or dining hall.
- Work in a cooperative manner with the Facilities manager and the summer staff, discussing any problems that may be occurring within the kitchen or food service capacity.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends and holidays as needed.
- Perform other assignments/duties as directed.

### **Special Considerations:**

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- Housing and board are provided for the duration of the camping season, including staff training weeks.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the CEO and/or Board chair informed of all critical issues relating to his/her areas of responsibility.

### **Qualifications:**

- A. 21 years of age with a high school diploma or GED.
- B. Camp experience preferred, but not required.
- C. Ability to maintain the mission and vision of VPCCM.
- D. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- E. Knowledge of commercial kitchen appliances.
- F. At least 2 years of experience in food service preparation and management.
- G. Maintain ServSafe Certification.
- H. Demonstrate the ability to relate positively and energetically with staff, campers, and community organizations.
- I. Have the ability to work with people of all ages.
- J. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- K. Must be able to work autonomously and be highly organized with the ability to focus on multiple priorities.
- L. Must work in an organized, detail-oriented manner.
- M. Thrive in a team-oriented environment; be a team player.
- N. Ability to work in a fast-paced environment and maintain poise under pressure.
- O. Excellent phone and computer skills.
- P. Must maintain a valid driver's license.
- Q. Ability to speak, write and understand English in a manner sufficient for effective communication with leadership and field personnel.
- R. Must live on-site during the camping season (on campground or in provided residence).

### **Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 50 pounds.  
Requires bending, squatting, walking, and hiking.  
Requires working in an outdoor environment at times.

**Travel:**

Limited travel is required

**Working Conditions:**

The work environment in the kitchen is fast-paced and can become hot and humid. Some of the work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

**VPCCM Mission Statement:**

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and equipping them to grow spiritually and to minister to their world.

**VPCCM Vision Statement:**

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

**About VPCCM:**

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

**All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.**

**Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.**

\_\_\_\_\_

(Employee Signature)

(Date)

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\_\_\_\_\_

(Supervisor, CEO)

\_\_\_\_

(Date)