

# DIRECTOR OF FOOD SERVICE - LA GRANGE MINISTRY DESCRIPTION

#### OVERVIEW

The Director of Food Service is to serve Camp Lone Star by carrying out the Mission and Core Values as a team member at our La Grange Campus. This full-time position reports directly to the Chief Executive Officer.

#### **GENERAL RESPONSIBILITIES**

- Daily pursue our Mission: transforming lives through adventurous Christ-centered experiences by planting seeds of faith, cultivating Christian leaders, and growing the Kingdom of God
- Daily live our Core Values: Jesus Focused, Intentional, Pursuit of Excellence, Teamwork
- Supervise the Food Service Coordinator and Food Service Assistants by encouraging, scheduling, and walking alongside them in leadership and professional development.
- Coordinate and oversee all kitchen needs in Rejoice Hall and the Johnson Retreat Center including menu creation, food and supply ordering, and kitchen cleaning on a regular basis.
- Assist and perform facility cleaning and preparation as needed
- As a CLS Team member, willing to assist in any task that will further our Mission and live out our Core Values for the transformation of lives and growth of God's Kingdom

## **REQUIRED QUALIFICATIONS**

- Minimum age 24 years old
- Have at least three years of job-related, or applicable, experience
- Willing to, or having already obtained, a food handler's and food managers certificates
- Possess a teachable spirit, self-motivated to learn new processes
- Dedicated Christian with a personal, growing relationship with Jesus Christ in agreement with the Camp Lone Star Statement of Faith and is willing to share their faith in Christ with others
- Physical Demands: High physical engagement with youth and adults

## **DESIRED QUALIFICATIONS**

- Is a member in good standing of The Lutheran Church-Missouri Synod either as an individual or as a member of one of its congregations
- Proficient in G-Suite & Microsoft products
- Possess at least a bachelor's degree
- Have at least three years of managerial/supervision experience
- Strong organizational skills preparing work schedules, ordering supplies and maintaining inventory records.
- Demonstrates a servant's heart with integrity, joy, enthusiasm, initiative, self-control, a willingness to learn, a sense of spiritual direction, and the presence of God in his/her life

## SALARY AND BENEFITS

• Proportionate with position, education, and experience as per the Personnel Manual and salary structure of Camp Lone Star and in alignment with LCMS - TX District and CCCA standards.

## SPECIFIC MINISTRY DESCRIPTION BREAKDOWN

#### **KITCHEN RESPONSIBILITIES (80%)**

- Assist in creating, developing, and organizing an intentional and Jesus-focused camp experience for youth, adults, and volunteers attending Camp Lone Star
- Plan weekly menus for youth and adult groups, accommodating meal substitutions for allergies
- Communicate with the Guest Services Coordinator to learn group needs and to share menus
- As needed, coordinate with upcoming groups to plan menu options and dietary needs.
- While staying within the budget, order all necessary food items for kitchen and dining hall areas, including salad bar, drink station, condiments, and paper products
- Order all kitchen exclusive cleaning products and kitchen supplies. Make recommendations to the CEO for equipment purchases
- Maintain stock level and cleanliness of pantry, refrigerators, and other food storage areas
- Check accuracy of all invoices for delivered food/supplies and authorize payment, bringing the coded and approved invoice to the Director of Administration in a timely manner
- Responsible for keeping all ovens, stoves, grills, refrigeration units, and other kitchen equipment clean and in good working order
- Responsible for keeping all sinks and counters clean and in good working order
- Responsible for keeping the kitchen floor clean and sanitary
- Responsible for keeping all kitchen utensils, prep items, serving dishes, and eating dishes clean and sanitary
- Training all kitchen staff on food safety and cleanliness best practices
- Coordinate any repairs that are needed with Director of Facilities
- Hire all kitchen staff in coordination with the CEO
- Keep accurate records of menus, recipes, orders, invoices, and number served.
- Coordinate with the Director of Programs to train Junior Staff for summer service.
- Coordinate with the Director of Programs to plan a youth friendly summer menu
- Coordinate with Program Coordinators to ensure all packouts, cookouts, and s'mores are organized accurately and timely
- During the summer camp season, be present to lead, evaluate, and implement changes that will improve the food service program
- Communicate, when appropriate, with the CEO to share concerns, improvements or recommendations.

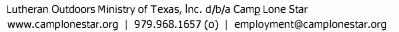
## **LEADERSHIP RESPONSIBILITIES (15%)**

- Informing the CEO on current trends, annual budget items, and upcoming needs
- Schedule all La Grange kitchen staff in a way that covers kitchen needs, while staying within allotted hours for each staff member. Inform CEO when this will not be possible
- Maintain time sheets for hourly employees and submit accurate and approved sheets to the Director of Administration
- Develop program for kitchen staff to ensure continued growth
- Ability to supervise, work with and train a diverse team with little or no cooking experience
- Be outgoing and people oriented with an excellent attitude toward service
- Ability to handle conflict in a respectful and professional manner
- Assist in the evaluation of ministry programs and make recommendations for improvements to the Chief Executive Officer

## **OTHER RESPONSIBILITIES (5%)**

- Champion our Mission and Core Values to the Program Team & other team members
- Attend approved professional training seminars and conferences
- Attend required staff meetings and devotions
- Assist in evaluating current operating procedures and make recommendations as they arise

# **EMPLOYMENT APPLICATION**





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APPLICANT INFORMATION						
		First		M.I.	Date	
Street Address				Apartment/L	Jnit #	
City		State		ZIP		
Phone		E-mail	Address			
Date Available	Desired Salary					
Position Applied for						
Are you a citizen of the United States?	YES 🗌 N	10	If no, are you authorized to v	vork in the U.S	5.? YES 🗌 NO 🗌	
Have you ever worked for this ministry?	YES 🗌 NO	D 🗌	If so, when?			
Have you ever participated in, been accused or no contest to any abuse or sexual miscond		of, or ple	aded guilty YES 🗌 NO			
Have you ever been convicted of a felony?	YES 🗌 N	10 🗌	If yes, explain			

EDUCATION					
High School			Address		
From	То	Did you graduate?	YES	NO 🗌	Degree
College			Address		
From	То	Did you graduate?	YES	NO 🗌	Degree
Other			Address		
From	То	Did you graduate?	YES	NO 🗌	Degree

REFERENCES				
Please list three professional references.				
Full Name	Relationship			
Company	Phone ( )			
E-mail				
Full Name	Relationship			
Company	Phone ( )			
E-mail				
Full Name	Relationship			
Company	Phone ( )			
E-Mail				

PREVIOUS EMPLOYMENT						
Company				Phone ( )		
Address				Supervisor		
Job Title Starting Salary			\$	Ending Salary \$		
Responsibilities			<u>_</u>			
From	То	Reason for Leaving	J			
May we contact yo	our previous superv	visor for a reference?	YES	NO 🗌		
Company			Phone ( )			
Address				Supervisor		
Job Title Starting Salary			\$	Ending Salary \$		
Responsibilities						
From	То	Reason for Leaving	I			
May we contact your previous supervisor for a reference? YES NO						
Company			Phone ( )			
Address			Supervisor			
Job Title Starting Salary			\$	Ending Salary \$		
Responsibilities						
From	То	Reason for Leaving				
May we contact your previous supervisor for a reference? YES NO						

#### IN YOUR OWN WORDS, DESCRIBE THE JOB & IT'S IMPACT THAT YOU ARE APPLYING FOR AT CAMP LONE STAR?

#### **DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature