



CAMP LONE STAR
2016 Camp Lone Star Road
La Grange, TX 78945
(979) 968-1657

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



EST. 1941
+ CAMP +
LONE STAR
ADVENTUROUS CHRIST-CENTERED EXPERIENCES

EMPLOYMENT APPLICATION

Lutheran Outdoors Ministry of Texas, Inc. d/b/a Camp Lone Star
www.camplonestar.org | 979.968.1657 (o) | employment@camplonestar.org

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Desired Salary		
Position Applied for			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this ministry? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever participated in, been accused or convicted of, or pleaded guilty or no contest to any abuse or sexual misconduct? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
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

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO

Company

Phone ()

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

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May we contact your previous supervisor for a reference?

YES NO

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Ending Salary \$

Responsibilities

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To

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

Date