



## Food Service Director Job Description

Ghormley Meadow Christian Camp seeks a mature, Christ-like individual who is passionate about camping ministry and who is seeking a future in camp ministry, and is passionate about providing high quality food service for our nearly 6,000 guests that visit Ghormley every year. This is a full-time salaried position that starts in the Fall of 2018.

### Facts about Ghormley Meadow Christian Camp

- Founded in 1939 as a ministry of First Presbyterian (now Grace of Christ) Church of Yakima
- Ghormley is now an independent 501c3 organization
- Located 30 miles WEST of Yakima, WA; within 3.5 hrs of Seattle, WA, Portland, OR, Tri-Cities, WA
- Serves nearly 1,000 campers a summer and 4,000-6,000 people a year
- Operates year-round; seven year-round staff, plus 40+ staff during summer months
- Located in a beautiful mountain setting, with lakes, rivers, skiing, hunting all within a short drive

### Benefits provided with employment

- Food provided when groups are in camp
- Limited staff housing available
- Salaried position w/ benefits package provided (insurance is not provided for family members)
- Use of camp recreational equipment when available

### Characteristics of the ideal candidate

- A strong and active faith in Jesus Christ; able to lead others spiritually and emotionally
- A bachelor's degree
- Previous experience in a Christian Camp setting
- Previous experience in food service related positions; willing to seek further education in culinary skills
- Someone who feels called to camp ministry and culinary work as a vocation
- Highly detailed and self-starting individual
- Must be highly motivated, able to work independently much of the time
- Must be willing to work long hours on their feet
- A good communicator who works well with other team members
- Possesses strong customer service skills
- Needs to be proficient in using desktop and web-based applications (computer savvy)
- A true servant's heart; someone who anticipates needs and acts without being asked
- Someone who excels under pressure and tight deadlines
- Someone who is able to keep their cool in stressful moments
- Someone who enjoys learning new things and is creative (i.e. able to help enhance our food service offerings)
- Ability to lift 50 lbs.
- Is willing to commit to a minimum of 3-5 years of service in this position



Job Title:	Food Service Director	Travel Required:	Infrequent; reimbursed
Department/Group:	Food Service (Reports to Ex. Dir.)	Position Type:	Full Time Salaried
Location:	640 Lost Lake Road Naches, WA 98937	Date posted:	August 31, 2018
Salary:	Salaried (Insurance provided, meals provided when served)	Expected Hours Per Week:	40-60 hours/week (May 15 to Labor Day typically require six day work weeks)
HR Contact:	Joel Whitehead – (509) 672-4311	Begin Date:	ASAP after 10/1/18

#### Applications Accepted By

ONLINE: Application period begins in late January and will remain open until position fills.

[APPLY HERE](#)

**Step 1:** Submit job inquiry letter and resume to: [joel@ghormleymeadow.org](mailto:joel@ghormleymeadow.org)

**Step 2:** Apply online by following link at left

Once application is submitted, you will be contacted with notification of whether initial Skype/In Person interview will be granted.

#### Job Description

##### DESCRIPTION OF DUTIES

The Food Service Director is responsible for daily operations of the Ghormley kitchen, as well as providing guidance and a healthy, friendly work environment to kitchen personnel. The Food Service Director is responsible for food quality and timely preparation of all food to meet industry standards, creating a cost effective kitchen operation.

##### ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

Below are the essential functions of the Food Service Director position. This is not intended to be an exhaustive list of duties in this position, rather, a summary of generally expected duties.

##### Food Preparations:

- Maintain food handlers card
- Acquire and maintain Serve Safe Certification
- Maintain high quality food service standards in all cooking and food preparation
- Responsible for upholding health and safety laws and standards
- Maintain consistent food presentation quality standards and guidelines
- Maintain and manage cleanliness of cooking area
- Maintain and manage quality and cleanliness of all kitchen equipment
- Produce quality food alternatives to meet special dietary needs

PLEASE SEE NEXT PAGE FOR CONTINUED POSITION DESCRIPTION.

**Computer/Business Skills:**

- Create menu based on unique group dynamics
- Manage food cost and purchasing
- Work with food service providers to order and receive product
- Understanding of meal costs and projected change in food cost
- Keep records of groups and menu
- Receive and post dietary needs for groups
- Maintain dish room and kitchen area cleanliness and standards

**Managing:**

- Manage and maintain inventory
- Oversee the work of any assistants in the Foodservice Dept.
- Manage part time/summer staff help
- Delegate tasks between kitchen help
- Manage dish room workers
- Train employees on daily tasks and projects
- Check and maintain staff efficiency and productivity
- Create and enforce opening and closing guidelines for employees
- Be patient, willing to teach, upholding Christian teaching while managing others

**SECONDARY RESPONSIBILITIES**

- Attend weekly staff meetings, staff devotions (on working days)
- Serve in other areas of camp as directed

**Position Outcomes**

The ideal candidate in this position has a background in camp ministry, and in addition has demonstrated experience in a food service management position, with a strong track record for creating and maintaining healthy relationships with those within their sphere of influence. The person hired for this position will be someone who has a soft heart for the Lord, with demonstrated experience leading others well in a ministry context. While the technical and managerial aspects of this role are vital to the safety and quality of Ghormley's food service operation, nothing is more crucial to the health of our kitchen environment than having a leader who leads and loves the people around them well.