

Camp Fire First Texas Job Summary

Position: ASSISTANT FOOD SERVICE AND HOUSE KEEPING MANAGER

Status: FULL TIME

Location: CAMP EL TESORO (GRANBURY, TEXAS)

Salary Range: \$11.00-\$13.00 per hour (depending on experience)

Job Summary:

The **Camp Fire Camp El Tesoro Assistant Food Service and House Keeping Manager** ensures that high quality and nutritional food is provided to camp participants at Camp Fire's resident camp near Granbury, Texas. The Assistant Manager provides an environment which supports the camp's vision of growing and building relationships in an outdoor setting. He or she will assist the manager in the camp's food and housekeeping operations within the established budget and maintains the highest standards of health and sanitation possible. The Assistant Food Service and Housekeeping Manager, who reports to the Food Service Manager, will assist supervising kitchen staff, the ordering and preparation of food, menu planning, and the cleaning of all facilities in camp. There are typically five food service employees in addition to the Food Service Manager.

Essential Functions:

- Will assist the Manager in all aspects of Camp El Tesoro Food Service Operations.
- Will assist in managing all appropriate expense accounts within the budget, and reviews on a regular basis.
- Will assist the Food Service Manager in the cleaning of all camp facilities.
- Develops menu plans which support healthy, nutritious meals for campers, within the established budget.
- Purchases food supplies.
- Maintains an appropriate inventory of food supplies working with vendors to purchase food and supplies at lowest cost and highest quality possible.
- Provides menu options for a wide variety of dietary needs and restrictions.
- Recruits, hires and trains the highest caliber of kitchen staff within all state, ACA, Camp Fire, and ServSafe Texas standards.
- Prepares or oversees the preparation and delivery of meals.
- Develops and enforces safety and cleanliness protocols.
- Will assist in the Hiring, training, and scheduling of kitchen staff to meet program needs.
- Submits food invoices when directed by the Food Service Manager on a weekly basis for authorization/payment.
- Participates in all available reimbursement programs for which we are eligible.
- Coordinates with the Overnight Camp Director to help purchase and maintain Camp Store beverages and snacks.
- Monitors the quality of food service and housekeeping program through the camp season and makes necessary adjustments with the approval of the Food Service Manager.
- Provides courteous and professional service to guests.

- Maintains all kitchen facilities and equipment in a proper high quality and clean manner.
- Responsible for the stewardship of camp's natural resources, facilities, equipment and programs.
- Assists with the coordination of activities and operations between camp departments as they relate to the food service program.
- Upholds the standards and ideals of Camp Fire and Camp El Tesoro in all aspects, dealing with campers, participants, parents, staff, and volunteers in a courteous and professional manner.
- Performs all other duties as assigned.

Required Knowledge/Skills/Abilities:

- 2 plus years experience of food prep in a school or child care setting
- Supply ordering and inventory
- 1 year of commercial facility cleaning
- Obtain a Food handlers certification within two weeks upon hire and a Kitchen Manager Certification within 6 months.
- Basic computer skills.
- Ability and desire to work with camp staff and other young people.
- Ability to work within diverse groups.
- Strong interpersonal and communication skills, customer service, public relations skills, and the ability to work with youth and adults are essential.

Preferred Knowledge/Skills/Abilities:

- Prior experience working in camp food service
- Post-secondary education in nutrition

Physical Demands

- Ability to lift and carry up to 40 pounds
- Requires ability to safely operate all necessary kitchen equipment and cleaning supplies. (The Food Services Manager utilizes equipment which can be potentially dangerous, including knives, ovens, meat slicers, mixers, broilers, and cleaning chemicals.)
- Work is performed in a fast-paced kitchen environment. Ability to communicate both verbally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration.
- Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit and stand for long periods of time is required as well as the ability to manipulate keyboards, telephone keypads, and kitchen utensils. Must have visual and auditory ability

Must pass criminal background check.

Camp El Tesoro is a smoke-free facility.



Camp Fire's Culture:

Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out.

To Apply:

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/about-us/employment/>.

Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***