

Camp Fire First Texas Job Summary



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| <i>Job Title</i> | Camp El Tesoro Food Service and Housekeeping Assistant Manager |
| <i>Department</i> | Outdoor/ET/Food Service/Housekeeping |
| <i>Position</i> | Manager/5 |
| <i>Level/Classification</i> | |
| <i>Location</i> | Camp El Tesoro, 7710 Fall Creek Hwy, Granbury TX 76049 |
| <i>In-Person/Virtual</i> | 100% On-site in person |
| <i>Reports To</i> | Site Director |
| <i>FLSA Status</i> | Nonexempt |
| <i>Full/Part Time</i> | Full Time |
| <i>Regular/Temporary</i> | Regular |
| <i>Compensation Package</i> | \$15-17 per hour DOE Plus an excellent benefits package including medical and dental insurance, supplemental insurances, company paid LTD & Life, 7 paid holidays, 1 floating holiday, week-long closure in December, PTO and personal leave for employees working 30+ hours, and a 401(k) retirement savings plan including a company match. |
| <i>Start Date</i> | Continuous |

APPLY NOW

Our Commitment to Equity

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application. Camp Fire strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.

Our Investment in You

Through a commitment to equity, continuous learning and by leading with our values, we believe in maintaining a supportive work culture while providing the highest quality programming. Camp Fire is putting the call out to passionate individual who is ready to join our team.

Job Summary:

Manage all aspects of food service at Camp El Tesoro, providing safe, quality meals as requested by guests and staff.
Manage all aspects of housekeeping to all guest inhabited buildings at Camp El Tesoro

Required Knowledge/Skills/Abilities:

- 2+ years food service experience in school or childcare setting.
- Supply ordering, inventory, and budgeting
- 1-year commercial facility cleaning experience
- 1+ years supervisory experience
- Knowledge of menu building, food allergens, and budget management
- Ability to pass drug test and stringent background check
- Ability to Read/Write give and follow directions
- Ability to work long shifts on your feet
- Ability to work flexible schedule including weekends and holidays with an occasional need to work overtime

Preferred Knowledge/Skills/Abilities:

- Basic computer knowledge with experience with Microsoft Word, Excel, Outlook
- Experience in MSDS, Chemical safety, cleaning products safety
- First Aid, CPR certification
- Ability to negotiate with vendors to acquire best possible pricing for supplies
- Experience in non-profit programs or organizations

Certificates, Licenses, Registrations

First Aid / CPR certified

Current Food Managers Certification

Essential Functions:

These are the abilities that are used to reduce potential discrimination against persons with disabilities who can fulfill the essential functions of the job with or without reasonable accommodation. These typically include the physical abilities necessary for the position. Samples:

- Recruit and provide supervision to Food Services and Housekeeping staff
- Participate in, and take primary responsibility of the preparation, administration, and execution of food service and housekeeping budgets
- Ability to safely and properly operate commercial kitchen equipment such as ovens, stoves, dishwashing machines, mixers, warmers, deep fryers, small appliances etc.
- Ability to set priorities and meet deadlines
- Maintain high level of cleanliness in kitchen and food service setting
- Ability to communicate clearly
- Ability to use office equipment including copiers, computers and telephones

Relationships:

Must maintain clear communication and positive relations with all program staff, guests, volunteers, peers, and supporters of Camp El Tesoro and will report directly to Camp El Tesoro Site Director.

Accountability:

This Position is responsible for the safe and timely execution of quality meals to all guests and staff and will maintain all guest inhabited buildings cleanliness to the best standards possible to provide a safe, clean, welcoming environment to all guests of Camp El Tesoro.

Key Area of Responsibility:

Cooking and Food Prep

- Prepare, season, and cook dishes such as salads, soups, meats, poultry, seafood, vegetables, and desserts; following recipes and menus established by Camp Fire.
- Provide menu options for a wide variety of dietary needs and restrictions.
- Preparation and delivery of meals.
- Follow safety and cleanliness protocols.
- Provide courteous and professional service to guests.
- Assist with the coordination of activities and operations between camp departments as they relate to the food service program.
- Uphold the standards of Camp Fire and Camp El Tesoro in all aspects, dealing with campers, participants, parents, staff, and volunteers in a courteous and professional manner.
- Assist Develop and update of menus
- Set up serving line and make sure all food items are properly presented
- Comply with federal and state health department standards and codes for proper food handling and storage
- Maintain standards of kitchen, refrigerator, freezer and pantry cleanliness as mandated by the Texas Department of Health and ACA.
- Document refrigerator, freezer and dish washer temperature throughout camp site as mandated by the Texas Department of Health and ACA.
- Maintain on-going inventory of food and place food and supply order as needed
- Work with Overnight Camp director or his/her designee to provide all food and supplies for cookouts
- Perform all other duties as assigned.

Kitchen & Dining Hall Cleaning

- Ensure kitchen and workstations are clean
- All cleaning pertaining to the preparation of the food; including but not limited to:
 - commercial kitchen equipment
 - dishes
 - floors
 - empty trash
 - stock room/pantry
 - freezer/refrigerator
 - work surfaces
 - dish machine area
 - carts
 - all linens
- Maintain a clean serving area
- Maintain proper personal hygiene
- Maintain all kitchen facilities and equipment in a proper high quality and clean manner.

Facility Cleaning

- Coordinate and oversee household cleaning of camp facilities
- Assist to Develop and maintain a systematic cleaning schedule for all buildings
- Maintain all cleaning equipment
- Assist to Implement plan for seasonal cleaning
- Trash removal and clean-up
- Maintain each building with the appropriate amount of paper goods, trash bags and cleaning supplies

- Check brooms, mops, trash cans, and dust pans and replace as needed
- Report any facility maintenance or repair needs to the facilities team

Physical Demands

- Ability to lift and carry up to 40 pounds
- Requires ability to safely operate all necessary kitchen equipment and cleaning supplies.
- 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.

Program and Management Key Areas of Responsibility:

| Key Area of Responsibility | Specific Duties |
|-------------------------------|--|
| Program or Project Operations | Management Quality and Evaluation Delivery and Implementation Development Participation Retention |
| Human Resources | Staff Supervision Staff Management & Support Staff Development Staff Relations Volunteer Management |
| Financial Operations | Budget Development Grants Management Record Keeping & Data Funds Development Financial Management |
| Marketing & Communication | Sales [Same as Acquisition?] Acquisition of Program Participants Community Collaborations Community Relations Media Relations Brand Awareness |
| Facilities & Equipment | Facility Maintenance Equipment & Supplies Vehicle Maintenance Technology See Above: "Key Areas of Responsibility" |
| General Responsibilities | Governance |

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| | Planning Corporate Affairs Regulatory Compliance Community Involvement See Above: "Key Areas of Responsibility" |
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About Camp Fire:

Camp Fire First Texas is a 501(c)(3) nonprofit organization that invests in North Texas communities by providing out-of-school time and outdoor learning programs for children and youth while also offering workforce development programs for early childhood educators. We envision a community in which every child has equitable access to the learning opportunities they need to succeed and thrive in a rapidly changing world.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Our Commitment

Camp Fire welcomes and embraces all youth of diverse cultures, beliefs, experiences, and identities. We are committed to creating a culturally responsive, inclusive, and safe environment for all children, families and staff. Camp Fire First Texas is an Equal Opportunity Employer. Employment decisions are made without regard to race, age, religion, color, gender, gender expression and identification, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Apply:

[Apply online](#) or email HR@CampFireFW.org a cover letter, resume & salary requirements. View other open positions at <https://www.campfirefw.org/careers/>.

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.***

