

Camp Fire First Texas Job Summary



<i>Job Title</i>	Camp El Tesoro Food Service/Housekeeping Specialist
<i>Department</i>	Outdoor/ET/Food Service/Housekeeping
<i>Position</i>	
<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 person
<i>Reports To</i>	Food Service/Housekeeping Director
<i>FLSA Status</i>	Nonexempt
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Regular
<i>Compensation Package</i>	\$31,200 annually / \$15.00 per hour Plus an excellent benefits package including medical and dental insurance, supplemental insurances, company-paid LTD & Life, seven paid holidays, one floating holiday, week-long paid 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>	To Be Determined

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 all the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications. If you are unsure whether you meet the qualifications for 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

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

Job Summary:

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

Required Knowledge/Skills/Abilities:

- 1+ years of food service experience in a school or childcare setting.
- 1 year of housekeeping experience
- Knowledge of food allergens, common dietary concerns
- Ability to pass a 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 a 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 within one year of employment
- Ability to use common math for measuring and inventory needs
- Experience in non-profit programs or organizations

Certificates, Licenses, Registrations

First Aid / CPR certified

Current Food Handlers Certification (within 90 days of employment)

Essential Functions:

These are the abilities to reduce potential discrimination against persons with disabilities who can fulfill the job's essential functions with or without reasonable accommodation. These typically include the physical skills necessary for the position.

- Ability to operate commercial kitchen equipment safely and correctly, such as ovens, stoves, dishwashing machines, mixers, warmers, deep fryers, small appliances, etc.
- Ability to set priorities and meet deadlines
- Maintain a high level of cleanliness in the kitchen and food service setting
- Ability to communicate clearly
- Ability to use office equipment, including copiers, computers, and telephones
- Follow Camp Fire First Texas personnel policies and procedures
- Ability to meet physical demands, at times in an outdoor environment

Relationships:

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

Accountability:

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

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 coordinating activities and operations between camp departments relating 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 courteously and professionally.
- Set up the serving line and make sure all food items are correctly presented
- Comply with federal and state health department standards and codes for proper food handling and storage
- Maintain kitchen, refrigerator, freezer, and pantry cleanliness standards as mandated by the Texas Department of Health and ACA.
- Document refrigerator, freezer, and dishwasher temperature throughout the campsite as mandated by the Texas Department of Health and ACA.
- Work with the Overnight Camp director or their 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 about 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 good, high, quality, and clean manner.

Facility Cleaning

- Provide cleaning service of camp facilities as needed.
- Maintain all cleaning equipment
- Provide seasonal cleaning of cabins and meeting areas throughout camp
- Trash removal and clean-up
- Provide each building with the appropriate amount of paper goods, trash bags, and cleaning supplies
- Check brooms, mops, trash cans, and dustpans and replace them as needed
- Report any facility maintenance or repair needs to the facilities team
- Record and report time worked daily, honestly, and reliably.

Physical Demands

- Ability to lift and carry up to 40 pounds
- Requires the ability to operate all necessary kitchen equipment and cleaning supplies safely.
- Work is performed in a fast-paced kitchen environment. The ability to communicate verbally and in writing is essential for this position. Visual acuity is required for reading computer screens and documents and making changes as necessary/required. The 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 is required and the ability to manipulate keyboards, telephone keypads, and kitchen utensils. Must have visual and auditory skills.

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 offering workforce development programs for early childhood educators. We envision a society where 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 represent those an employee encounter while performing this job's essential functions. Reasonable accommodations may enable individuals with disabilities to perform 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.***

