Camp Fire First Texas Job Summary

Job Title: Camp El Tesoro Food Service and Housekeeping Manager
Department: Outdoor/ET/Food Service/Housekeeping
Position: Manager/5
Level/Classification: Manager
Location: Camp El Tesoro, 7710 Fall Creek Hwy, Granbury TX 76049

In-Person/Virtual: 100% On-site in person
Reports To: Site Director
FLSA Status: Nonexempt
Full/Part Time: Full Time
Regular/Temporary: Regular
Compensation Package: $41,755.37 annually / $20.07 per hour
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.

Start Date: Continuous

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.

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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 are able to 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.
- 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
- Develop and maintain a systematic cleaning schedule for all buildings
- Maintain all cleaning equipment
- 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.

**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._