

Camps Leelanau & Kohahna Foundation  
Job Description

The Mission of Camps Leelanau and Kohahna is to provide exceptional camp programs that cultivate Christian character and leadership qualities based on the practical demonstration of Christian Science.

The Mission of the Leelanau Outdoor Center is to provide a transformative experience that ignites growth in character and a lasting love of the outdoors.

Job Title: Kitchen Manager

**Position Description:**

The Kitchen Manager oversees the day-to-day operations of the camp kitchen. This is a year-round position which includes all facets of food preparation, inventory management, training and supervision of kitchen staff, and support of camp and Leelanau Outdoor Center (LOC) staff and activities. The Kitchen Manager ensures excellence of meal preparation and food service in close coordination with Foundation directors, managers, and other camp staff. The position reports to the Operations Director.

**Essential Job Responsibilities:**

1. Provide daily support for the Camps Leelanau & Kohahna Foundation, which includes participation in regularly scheduled metaphysical meetings as available, support for staff and campers, and Christian encouragement of campers, LOC students, and other participants.
2. Manage kitchen with emphasis on safety and scheduling of preventive maintenance of kitchen equipment to enable full operation during peak seasons. Ensure health department, state, and American Camping Association regulations, relating to food preparation, cleanliness, and staff safety, are met at all times.
3. Manage and perform all tasks of daily kitchen responsibilities, such as food preparation, inventory management, cleaning, and menu planning. Alertness to special dietary needs of children and other participants.
4. Ensure kitchen staff are adequately trained and equipped to properly use kitchen equipment prior to use of equipment. Provide training to staff during pre-camp and any additional on-going training as needed.
5. Monitor use and inventories of food products for quality and appropriateness of use by camp and LOC programs. Set and maintain sanitation requirements for food handling, storing, cooling, and preparation. Inspect deliveries and ensure high quality of food for all meals.

6. Develop and maintain relationships with food service vendors to best establish collaboration and pricing of services. Foster good working relationships with local service technicians and suppliers.
7. Manage Kitchen annual budget, which includes monthly awareness and review of income and expenses, responsible allocation of staff scheduling and salaries, and active participation in annual budget planning.
8. Openly communicate all relevant departmental information to the Operations Director in a complete and timely manner.
9. Perform other related tasks as assigned.

**Common Job Performance Responsibilities:**

1. Leadership – Assume responsibility; lead by example; maintain a positive attitude; motivate others; be flexible; overcome obstacles; identify opportunities to improve; initiate assignments.
2. Communication- Communicate clearly, written and verbally; listen attentively and be receptive to feedback; provide timely, appropriate and candid feedback; prepare required paperwork.
3. Good Judgment (Wisdom) – Analyze and resolve problems; anticipate challenges; assess objective and subjective hazards; make decisions appropriate to situations.
4. Teamwork- Work cooperatively with others; build relationships and team spirit; treat others with dignity and respect; compromise; address conflict positively.
5. Self Development – Strive to improve performance; understand areas of strength and areas for growth; desire and effort to enhance skills and develop new skills; receive feedback.
6. Professionalism – Punctual with assignments and activities. Dress appropriately for the role; represent LOC and Camp in a positive manner at public and private events; place LOC and Camp program ahead of personal needs; maintain confidentiality; avoid discussions of in-house matters with parents, campers, or others. Utilize vacation and personal time appropriately; be on time and maintain appropriate office hours.
7. Contribute and adhere to the mission, vision, and core values of the organization through word and action on duty and off. “A Rule for Motives and Acts” from the Manual of the Mother Church serves as a guideline.

**Qualifications:**

Minimum of high school education and 3 or more years of food service experience required. Must submit to all required state and accreditation criminal background and driving checks. Must possess a valid driver’s license and be insurable by foundation insurance carrier.