



## Spring Outdoor School Food Service Manager Job Description

Camp Fire Wilani is a positive, inclusive, non-sectarian nonprofit youth organization that empowers youth and families through progressive outdoor school, Spring Outdoor School, and service learning programs.

Camp Fire Wilani seeks an experienced, laid-back, positive, responsible person to be on the Camp Wilani Spring Outdoor School Kitchen Team. The Food Service Manager is responsible for keeping the kitchen organized, sanitized, and in compliance with the Oregon Health Code, prepares three easy, and kid-friendly meals for our students. The Spring Outdoor School Cook oversees two - four kitchen assistants and helps to plan the simple menu for Spring Outdoor School.

### Essential Functions

- Works with leadership to create a weekly menu.
- Meets with both shifts of the kitchen team daily to plan for meals.
- Oversees two shifts of 2-4 cooks depending on group size.
- Assures that all dietary restrictions are strictly met for our participants to assure health and safety.
- Stays within a budget for food purchases and seeks out fair and discount prices.
- Shops for food at local outlets such as Grocery Outlet and Cash and Carry keeping all receipts.
- Assures food is stored at the appropriate temperature and in accordance with Health Department guidelines
- Prepares plentiful, nutritious., kid-friendly meals with vegan and gluten free options served at appropriate temperatures
- Maintains a gluten free area for food preparation.
- Enforces proper cleanliness and hygiene procedures including hand-washing, gloves, hairnets.
- Assures that the kitchen and all food service areas are completely clean and sanitized after every meal.
- Assures that garbage and recycling is removed a minimum of once daily.
- Is a friendly and positive team member, and a compassionate teacher and leader for staff.

### Type of Employment: Summer Seasonal

Benefits:

Nights off

Paid training

Caring, supportive, beautiful environment

### DATES:

March 27th - June 9th, 2023

Hours: 7:00AM - 12:00 PM [90 minute break] 1:30 PM - 5:30 PM

9 work hours per day with 90 minute break

### Spring 2023 Kitchen Team Sessions

March 27th - 31st (Training and Set Up) (5 days, 6 hours per day, no service) - \$600

April 4th - 6th (3 Days): \$540

April 11th - 14th (4 Days): \$720

April 24th - 27th (4 Days): \$720

May 1st - 4th (4 Days): \$720

May 8th - 12th (5 Days): \$900

May 15th - 19th (5 Days): \$900

May 22nd - 26th (5 Days): \$900

June 6th - 8th (3 Days): \$540

June 9th: Clean Up Day: \$100 - no service

**Minimum Requirements:**

- Oregon Food Handler's Card
- Three years cooking in a commercial kitchen.
- ServSafe or Food Service Manager Certification strongly preferred.
- Calm, patient, positive demeanor required.
- Smoking/drugs/alcohol/vaping prohibited.
- Enhanced FBI background check and professional references required
- Job Types: Summer Seasonal'

**COVID-19 Considerations**

Complete, up-to-date vaccinations with available boosters required. No exceptions.

**PRESENTATION EXPECTATION**

- Staff should present neat and clean, no stained or torn clothing.
- No perfumes or cologne are allowed.
- Clothing should be neutral and free of swear words, political statements, sexual imagery, religious imagery, violent, racist, or misogynistic imagery.
- Staff should plan to shower at least every other day and keep their staff shirt clean and unwrinkled.
- Closed-toed shoes and socks are required during program times and during training.

**POLICIES**

- Alcohol, tobacco, vaping, marijuana, drugs of any kind are strictly prohibited.
- Staff should wear t-shirts and will be given staff shirts for arrival and departure days.
- Shorts or long pants are required.
- Closed-toed shoes with socks are required for training and programs times.
- Staff may not leave site during program times unless for a work assignment or illness/injury and departure must be approved by their supervisor.
- Foul language, sexual subjects, yelling, screaming, swearing, etc. is not appropriate behavior for camp.
- Gossip and divisive behavior is not tolerated.
- Bigotry, sexism, misogyny, racism, or other such behaviors are not tolerated.
- Cell phones are left in the camp office during program times - no phones in the kitchen!

**COMPENSATION**

Bi-monthly direct deposit or written check as requested. Direct deposit is strongly preferred.