

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: DINING HALL MANAGER – Seasonal Non-Exempt

Salary Range: \$18-\$21/hour

Reports directly to Summer Camp Director.

RESPONSIBILITIES:

Prior to the start of camp:

1. Work with Head Cook to set up Peggy's Café for the summer season.
2. Work with Head Cook to lead kitchen staff orientation/training day.

While camp is in session:

1. Weekly Schedule:
 - a. Sunday- At a minimum, present for camper dinner meal service. (Can delegate to an assistant if and when you are confident in their abilities to appropriately manage the dinner meal service.)
2. Ensure proper kitchen staff coverage of following weekly meals:
 - a. Monday to Thursday- Breakfast, Lunch and Dinner
 - b. Friday (long week)- Breakfast, Lunch and Dinner
 - c. Friday (short week)- Breakfast and Lunch only
 - d. Saturday- No meals
 - e. Please note: Not responsible for cook/chef coverage and/or schedules.
3. Supervise, support, coach, direct and coordinate kitchen staff.
 - a. Supervise kitchen staff members to ensure completion of shift task lists.
4. Work with Head Cook to determine best communication practices between chef/cooks and kitchen staff.
5. Work with Head Cook to purchase necessary equipment and supplies to operate dining hall efficiently and effectively.
6. Oversee implementation and maintenance of sanitation rules and regulations to ensure compliance with health and sanitation codes and guidelines.
7. Assist Head Cook in maintenance of accurate records of all kitchen inventories and cost analysis procedures.
8. Work with Head Cook to close Peggy's Café, including all inventory, in accordance with end of season instructions provided by the Camp Director.

OTHER:

- If live-in staff, maintain clean safe living quarters.
- Availability required from mid-June to mid-August.
- Enforce all safety regulations and procedures in accordance with NYSDOH regulations.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.

- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Minimum of 21 years of age.
2. Prior food service experience not required.
3. Ability to lead and direct young adult staff in the efficient flow of dining hall operations.
4. Ability to problem-solving and think on your feet.
5. Possess excellent management and leadership skills.
6. Ability to relate well with children and staff.