

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: DINING HALL MANAGER – Seasonal Exempt

Salary: \$400-\$450/week

Reports directly to Summer Camp Director and Food Service Director(s).

JOB OVERVIEW:

Manage, support, train and supervise 8-10 kitchen staff in the daily set-up, serving, break-down and cleaning of the dining hall. Assist with scheduling where needed, establish communication practices between cooks and kitchen staff, oversee implementation of sanitation requirements, and help with maintaining accurate record of kitchen inventory.

RESPONSIBILITIES:

Prior to the start of camp:

1. Work with the Food Service Director and Cook to set up Peggy's Café for the summer season.
2. Work with 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 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 the Food Service Director and Cook to determine best communication practices between cooks and kitchen staff.
5. Work with the Food Service Director and 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 the Food Service Director and Cook in maintenance of accurate records of all kitchen inventories and cost analysis procedures.
8. Work with the Food Service Director and 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 end-August.
- Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health Code (Standards and Codes will be provided in a binder and taught).
- 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 CCDC's corporate compliance and ethics program.

QUALIFICATIONS:

1. Minimum of 19 years of age.
2. Prior food service experience not required.
3. FoodSafePal or State Food Safety certificate preferred.
4. Ability to lead and direct young adult staff in the efficient flow of dining hall operations.
5. Ability to problem-solving and think on your feet.
6. Possess excellent management and leadership skills.
7. Ability to relate well with children and staff.

Camp Stella Maris is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. The purpose of this job description is to describe the essential job functions and the level of work performed by individuals assigned to this position. This description is not an exhaustive list of all job duties performed by this position. Management reserves the right to modify, add to, or remove duties from jobs and to assign other duties as necessary.