

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: FOOD SERVICE DIRECTOR – Seasonal Non-Exempt

Salary: \$22-25/hour

Reports directly to Summer Camp Director.

JOB OVERVIEW:

Responsible for overall food service operations. Plan menus, order food, maintain inventories and cook for approximately 400-450 people/meal. Ensure the dietary needs of campers and staff are met. Direct supervision, support, coaching and training of kitchen staff. Responsible for safe and proper storage of all food including daily rotation, organizing and storing of food deliveries, following sanitation codes and enforcing safety regulations in accordance with NYSDOH requirements. Maintain a positive attitude and friendly demeanor towards all staff and campers.

Prior to the start of camp:

1. Work with Dining Hall Manager and Cook to set-up Peggy's Café for the summer season. (Including placing and receiving initial food order prior to staff training week).
2. Work with Dining Hall Manager and Cook to lead kitchen staff orientation/training day.
3. Prepare a 2-week rotational menu for campers to be approved by the Summer Camp Director.
4. Prepare a diverse menu for staff, offering healthier alternatives to staff meals, to be approved by the Summer Camp Director.
5. Establish relationships and work closely with Food Service Sales Representatives to allow efficient ordering of food and maintenance of inventories during the season.

While camp is in session:

1. Weekly Schedule:
 - a. Sunday- At a minimum, present for camper drop-off (2:00-4:00) and dinner meal service. (Can delegate to an assistant if and when you are confident in their abilities to appropriately interact with parents of campers with dietary concerns and manage the dinner meal service.)
2. Ensure proper chef/cook 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
3. Supervise, support, coach, direct and coordinate cooks & assistant cook(s).
4. Prepare, cook, and serve food according to menus.
5. Purchase necessary equipment and supplies to operate kitchen and dining hall efficiently and effectively. (Stay within the budget as outlined by the Summer Camp Director).
6. Estimate food consumption and/or needs on a weekly or daily basis and place appropriate orders.
7. Receive all vendor deliveries pertaining to the kitchen area.
8. Responsible for safe and proper storage of all food (in accordance with NYSDOH).
9. Oversee implementation and maintenance of sanitation rules and regulations to ensure compliance with health and sanitation codes and guidelines.
10. Reduce food waste by following "First In/First Out" policy of all food products and controlling food production or creating specials with left over items.

11. Cooperate with Health Director/Office Admin regarding the preparation of food for campers/staff with special diets. (Review all menus to ensure that any dietetic needs of campers and staff are met).
12. Work with Marketing Director to order snacks, ice cream and other food related products for store inventory.
13. Work with Head Counselor to prepare staff festivities (evening snack) once a week.
14. Friday evening of long weeks prepare a cart with Saturday morning grab and go breakfast.
15. Maintain accurate records of all kitchen inventories and cost analysis procedures.
16. Responsible for closing Peggy's Café, including all inventory, in accordance with end of season instructions provided by the Summer Camp Director.

OTHER:

- 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 21 years of age.
2. Experience in quantity cooking and food management.
3. Current FoodSafePal or State Food Safety certificate.
4. Possess excellent management and leadership skills.
5. Ability to relate well with children and staff.
6. Possess a valid driver's license.

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.