



TWIN ROCKS

Twin Rocks Friends Camp and Conference Center

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Assistant Food Service Director - Job Description

Purpose for the Position

Our staff provides the setting and support services that allow our guests and summer campers to grow in their relationships with God. This position is to work as a team member, answering directly to the Food Service Director, in management of the food service department. The Assistant Food Service Director provides hands-on direction of food preparation for guests, campers and staff.

Essential Responsibilities

- Coordinate kitchen operations, including meal preparation and staff management
- Prepare specific menu items, predominately main course and accompaniment foods
- Train and evaluate Food Service staff in areas of food preparation, customer service, and dish room
- Facilitate meal service to guests and camp staff
- Responsible for receiving and checking in all food service deliveries
- Maintain sanitation standards as set by the State of Oregon
- Conduct deep cleaning of kitchen facilities as time allows
- Provide support in dish room as needed
- Develop recipes under the guidance of the Food Service Director
- Other duties as determined by the Food Service Director

Minimum Requirements/Qualifications

- An attitude of service and a commitment to Twin Rocks Friends Camp and its ministry
- A Christian commitment and lifestyle consistent with the organizational goals, including a signed agreement with Twin Rocks statement of faith and lifestyle commitment
- Food service leadership experience

Skills and Abilities

- Maintain a viable, growing relationship with Christ and exemplify that relationship in daily life as you work with and mentor-disciple other staff who work in the kitchen
- Ability to direct food preparation, staff service, and dishroom tasks
- Ability to prepare main dish food items, along with all accompaniments, using recipes and guidelines as determined by the Food Service Director
- Ability to anticipate the ongoing operational needs of the food service department
- Ability to develop new recipes and improve on our extensive database (1400) of recipes
- A person given to hospitality, meeting the needs of our staff and guests in food service
- A person committed to excellence in food quality
- Ability to work under tight time schedules staying focused on the task and yet maintaining a positive attitude
- Ability to communicate effectively in giving and following instructions
- Ability to operate and maintain commercial food service equipment

Physical Demands

It is necessary to be in good physical condition, able to lift up to 50 pounds and work on your feet up to 10 hours a day.

Environmental conditions

The position involves working in a commercial food service kitchen or occasionally outside.

Language Development

Able to communicate clearly in English with kitchen staff, regular staff, and guests. Able to read and develop recipes.

Specific Vocational Preparation

Experience in management of food service staff. Ability to prepare a variety of menu items, using standardized recipes

Compensation

This is a full-time, year-round management position, eligible for the camp's full benefit package as outlined in Twin Rocks' Personnel Policies. On average, the person in this position will be asked to work 45 hours per week.

Probationary Period

This position will have a six-month probationary period.

Reports to

Food Service Director