

Highland Lakes Camp and Conference Center

Food Service Assistant Director

Supervisor: Director of Food Services

Summary: To perform all phases of Food Service assigned by the supervisor in accordance with the Texas State Health Laws and Regulations. To perform all phases of the Christian Camping Ministry as assigned outside of the Food Service Area. This position requires a person willing to do multi-tasking.

Primary Duties and Responsibilities:

- Perform quality food service skills to include but not limited to: pre-meal preparations (thawing, cutting/slicing of fruits and vegetables, and or warming), cooking, baking, frying and grilling.
- Display an eye appealing food presentation. Make certain that food is cooked, and kept at proper temperature(s) while being served.
- Keep the dining hall (all of the building) area free of debris, clean, and sanitary.
- Help the Food Service Director review the selected menus. Inventory food stock necessary for meal preparation. Inform supervisor of food shortage(s), if any.
- Check in and verify food deliveries for accuracy and place all received goods in their proper storage location.
- Maintain the cleanliness of the dining hall to include but not limited to: doors, windows, and ovens, cooking and serving equipment/utensils, counter tops, floors, stock rooms, walk-in refrigerator, walk-in freezer and reach in refrigerator, microwaves, and trash rooms.
- Maintain the dispensing of waste products to the dumpster(s) behind the Kitchen.
- Maintain the cleanliness of dishes, cooking pots/pans and work area.
- Maintain proper operation of sanitation equipment (dish soap, sanitizer in dish washing machine, etc.)
- Be conscious of wasted food.

Special Duties of the Assistant

- Supervise other team members and volunteers in the absence of the Director of Food Services. Assuring that all team members and volunteers follow proper health code regulations, demonstrate quality, productive work shift(s) and provide friendly service for our guests.
- Create a safe environment for shift team members.
- Provide Instruction to shift team members as to the appropriate time for their meal breaks (20-30 minutes), making certain that sufficient team members remain on duty to cover food-serving responsibilities.
- Set the pace and be conscious of break time allotment.
- In the absence of the Food Service Director, the Assistant should be the last person to leave the kitchen area making certain all duties are completed and team members check out. Assistant is responsible to make sure all equipment is properly shut down,

refrigerator/freezer doors tightly closed, lights off, doors locked as needed, as per the Close-Out Procedure.

- Keep the kitchen ready at all times for impromptu State inspection(s).

Qualifications Requirements:

To perform this job successfully, an individual must be a growing Christian able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Knowledge, understanding, and ability to comply with Texas Department of Health Food Standards.
2. Minimum of 5 years work/related experience.
3. Ability to supervise shift team members and/or volunteers.
4. Ability to exhibit courtesy and work in a spirit of cooperation with stated supervisor, camp administration, and other staff.
5. Education and/or experience:
 - a. High school diploma or general degree (GED) or six months related experience and/or training.
 - b. Some higher education is preferred.
 - c. Health Food Handler Certificate
6. Language Skill
 - a. Ability to read and comprehend simple instructions, short correspondence, recipes, and memos.
 - b. Ability to write simple correspondence.
 - c. Ability to effectively present information in one-on-one and small group situations to guests, and other staff members.
7. Mathematical Skill
 - a. Ability to add, subtract, multiply and divide in units of measure.
8. Reasoning ability
 - a. Ability to apply common sense understanding to carry out instructions.
9. Other skills and abilities
 - a. Ability to safely operate kitchen equipment and utensils.
 - b. Ability to be courteous to camp guests and other staff.
 - c. Ability to render first aid and react calmly in emergency situations.
 - d. Ability to respond to hazardous emergency situations (fire, explosions, equipment failure, etc.)

Physical Demands:

- Must be in good physical condition. Regular duties performed will require walking, lifting, climbing, stooping, kneeling and crouching.
- Standing for prolonged hours.
- Must regularly work with some equipment with a weight of not more than 20 pounds.
- Must be able to frequently lift and move loads ranging in weight from 35-50 pounds.
- Occasional lifting and/or moving objects ranging in weight from 30-100 Pounds.

Details of Assignments:

Normal work day:

September through May 15 8:00 a.m. - 5:00 p.m.

Breaks: One 15 minute break in the a.m., One 15 minute break in the p.m. and a one hour lunch break. Note: Schedule can be changed by requesting changes from the administrative staff.

May 15 through September 1 The summer schedule will be set by the supervisor in accordance with guest needs for summer camps and retreats.

Check in and Out:

The Assistant Director of Food Service will check in and out through the camp office.

Two weeks advance notice is required for approval for taking time off from work. All requests for time off from work are required to be submitted to the Executive Director no later than the 25th of the preceding month.

Compensation:

The Executive Director will determine salary by experience and salary increase (s) will be given, based on recommendation of the supervisor.

Benefits:

- Board (when dining hall is serving meals)
- Housing
- Annuity
- Insurance
- Utilities
- Starting 10 days paid vacation per year after a 90 day probation period.
 - 0 to 5 years of service 10 days
 - 5 to 15 years of service 15 days
 - 15 years plus of service 20 days
- Scheduled seasonal holiday breaks as determined by the Executive Director.