



Job Title: Food Service Manager

Reports to: Operations Manager

Direct Reports: Food Service Assistant, Dining Hall Host

Work Location: Torrance, Ontario

Position Purpose

Camp Crossroads exists as a Christ-centred ministry to support the local church in making disciples and developing leaders.

Camp Crossroads (CC) is affiliated with [the Ontario Mennonite Brethren Conference of Churches](#). It functions as a summer camp for kids, youth and families and also operates as a year-round retreat centre.

Reporting to the Operations Manager at Camp Crossroads, the Food Service Manager will be responsible for all aspects of our Food Service at Camp Crossroads. This includes providing leadership, oversight, cooking and cleaning of kitchen facilities to support current and future ministry needs. This position will provide strategic direction and sound financial management to the food service within the organization.

As an ambassador for Camp Crossroads, you ensure that all activities promote, enhance, and protect the central mission, vision, and values of our organization. We also ask that you support and are committed to live out the [Mennonite Brethren Confession of Faith](#) in your own values and personal life decisions.

This is a permanent, full-time position with the expectation of working at 1224 East Bay Road, Torrance Ontario, Canada.

Key Duties and Responsibilities

Spiritual Leadership

- Model Christ in word, actions and all relationships
- Model and promote Camp Crossroad's Mission, vision and values
- Pray for kids, youth, families and fellow CC staff. Ensure that all positional responsibilities at CC are designed and carried with a heart's disposition of prayer and dependence on the person of Jesus Christ.
- Attend staff meetings and devotions.
- Personal knowledge and experience of the saving work of Jesus Christ, pursuing personal spiritual growth and involvement in a local church

Staff Culture and Management

- Work alongside the Operations Manager to build and maintain a culture where paid and volunteer staff are equipped, supported and led as a unified team whose common goal is to serve our guests and one another as Christ modeled.
- Perform the duties of the Head Cook when necessary.
- Recruit, assist in hiring, lead, train, equip and supervise paid staff and volunteers in food service.
- Collaborate with other head cooks to create healthy, balanced, appetizing menus for all food service needs.
- Encourage vision, and develop understanding of roles in all aspects of Food Service.
- Create and implement staff development plans for direct reports, and conduct performance evaluations of direct reports.
- Help to define and create job descriptions, create and maintain corporate memory, develop standard operating procedures.
- Facilitate effective communication with the Operations Manager, between and within various departments.
- Build a truthful, accountable, forgiving, joyful and healthy work culture.

Facility and Site management

- Clean and/or manage the cleanliness of the kitchen and dining hall on a regular basis, meeting and exceeding Provincial Ministry Standards.
- Create and maintain a positive, healthy and safe working environment for staff and campers.
- Partner with all CC staff to create excellent services for guests and provide support as the property is used for CC programs.

Systems

- Manage all equipment and use of equipment in a safe manner. Report needs for repairs to Operations Manager in a timely manner.
- Create and maintain efficient systems for both cooking and dining hall duties

Regulatory Inspections

- Maintain records and inspections as required by provincial and federal law, insurance requirements, and industry standard. This includes but is not limited to:
 - Records required by the health department for safe operation of equipment, food storage.
 - Being informed on hazardous supplies and materials used in Kitchen and Dining Hall cleaning and updating WHMIS documents when needed.
- Meet with kitchen Health Inspector as needed.

Administration

- Hire, recruit, train and provide effective supervision of Food Service staff.
- Provide input to budgets for food service.

- Manage the purchasing of food product and other related expenses within the Food Service budget.
- Process and submit invoices and receipts in a timely manner.
- Look for cost savings and efficiencies.
- Report variances to expenditures as they relate to set yearly budget.
- Manage ordering of food product, supplies, expenditures and coding receipts and invoices in a timely manner within the approved budget.

Food Product Management

- Diligently manage food inventory, ordering/purchasing.
- Receive all food product shipments and cross check items ordered/received.
- Organize and store food product according to food safe and health unit recommendations.

Personal and Professional Development

- Pursue opportunities to learn and grow through conferences, courses, books, podcasts and traveling to other camps.

Qualifications

Spiritual

- Personal knowledge and experience of the saving work of Jesus Christ.
- Support and agreement of Mennonite Brethren Confession of Faith.

Education

- Technical school diploma or equivalent.

Experience

- Minimum of five years of cooking and food service management.
- General working knowledge of all equipment and appliances.
- Minimum 5 years management experience.
- Experience in setting/managing budgets.
- Basic Computer Literacy and keyboarding skills to create reports and use spreadsheets.

Required Certifications

- Canada Food Safe Certificate.

Other requirements

- Legally entitled to work in Canada.
- Full motor vehicle licence for Ontario.
- Current clean criminal record check, including vulnerable sector search required.

Work Conditions

Work Location

- Work is performed in a rural camp setting.
- Work is performed indoors and outdoors throughout the year in all weather conditions.

Physical Requirements

- Work may require lifting up to 50lbs.
- Work will require pushing, squatting, kneeling, climbing etc.
- Work will require employee to walk or stand for 70% of time.
- The employee is required to see, hear and speak English.

Work Conditions

- Must be able to function in standing position and may also be in contact with various chemicals.
- Work is deadline driven.
- Work rhythm is seasonal in nature and long hours may be required at certain times.

Work Hours

- Generally 40 hours/week of work is expected.
- Work weeks in excess of 40 hours will be required during peak times.

Hazards

- Work hazards are considered minor and controllable.

NOTE: This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.