

Food Services Coordinator Job Description/Responsibilities

The food service coordinator at Inspiration Hills is responsible for the oversight of all kitchen functions in conjunction with the Executive Director and reports directly to the Executive Director.

The responsibilities of the Food Service Coordinator include:

- Oversight and participation in daily food preparation
- Scheduling suitable staff and volunteers to prepare, serve and clean up during all scheduled meals
- Supervision and training of staff and volunteers
- Working with the Executive Director to create and execute healthy, appetizing, cost effective menus and meals
- Ensuring appropriate inventory levels through menu planning and ordering of products
- Providing a weekly inventory of food and supplies to the Executive Director
- Ensuring that the special dietary needs of guest are met with professionalism
- Maintaining camp recipe files and preparation instructions
- Oversight of the kitchen, refrigeration, and storage areas to ensure that they meet the standards of the local health department
- Ensuring that kitchen maintenance is completed on a regular basis
- Maintaining daily refrigeration and dishwasher records
- Reporting problems or concerns immediately to the Executive Director
- Meeting with the Executive Director once a week to discuss food service schedules, menus, budgets, orders, and general concerns
- Availability for weekend work as needed

Qualifications:

- Experience in volume cooking and food preparation
- A minimum of two years supervisory experience
- A minimum of two years management experience, camp experience preferred
- A working knowledge of kitchen equipment and maintenance
- Current Serve Safe certification-IH pays for this certification