

**JOB DESCRIPTION**  
for  
**Chef/Food Service Manager**  
**Canonicus Camp & Conference Center**

**GENERAL RESPONSIBILITIES:**

- Oversee the food service operations for conference and camp meals
- Provide quality, healthy meals for all Canonicus guests
- Manage operating costs to effectuate profitability
- Oversee the management of all personnel (including volunteers), involved in the food service operation
  - Hiring
  - Training
  - Scheduling
  - Performance Evaluations
  - Other duties as necessary

**SPECIFIC RESPONSIBILITIES:**

**Food Service Operation**

- Maintain all food service areas in accordance with all health department standards, regulations and guidelines
- Develop and adapt nutritious menus and snacks incorporating seasonal food choices as appropriate, within budgetary guidelines
- Procure all food, and non-food supplies, as necessary to maintain sufficient inventory to adequately supply meals for all conference and camp needs (including cookouts and other special camp meals)
- Responsible for all aspects of food preparation, cooking, serving, clean-up and other work as necessary
- Oversee all food transportation and set-up at all satellite locations
- Facilitate special food requests as necessary (i.e.; diabetic, gluten-free diets)

**Supervision**

- Supervise and delegate the work of all food service staff, including seasonal staff in all aspects of the food service operation as necessary
- Reports directly to the Director of Conferencing
- Coordinate all food service needs with the Director of Camping
  - Coordinate and schedule all needs 2 weeks in advance
- Recruit, schedule and oversee food service volunteers as necessary

**Budget**

- Participate in the budget planning process
- Purchase supplies and food within budgetary guidelines
- Responsible for preparing purchase orders for food and supplies
- Maintain staffing within budgetary guidelines
- Recommend capital equipment needs

**Reporting**

- Prepare reports for Director of Conferencing
- Responsible for providing weekly invoices and receipts to bookkeeper
- Report maintenance problems and needs for preventive maintenance to the Facilities Manager

**All duties are subject to change as appropriate/necessary**

**Qualifications and Requirements:**

- Graduate of an accredited college or university with a degree in Culinary Arts or Hotel/Institutional Food Service Management
- Must be certified by the RI Department of Health as a Safe Food Manager (copy of certificate required with application)
- 3 to 5 years' experience in the food service industry, with at least three years of a strong emphasis on cooking/production
- Experience supervising and scheduling others in a food service environment
- Ability to motivate and encourage others to work as a cohesive team while recognizing and respecting the diversity of the organization
- Must possess organizational skills necessary to balance the unique and individual food service needs of all clients/guests and others served
- Must live on-site to accommodate a flexible work schedule that requires availability at various hours, (days and (or) nights, according to client/guest needs.
- *This position requires working many weekends and non-uniform hours, especially during the summer. Actual work hours will average no less than 40 hours per week.*