



JOB DESCRIPTION: FIRWOOD & CHALET FOOD SERVICE MANAGER

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REPORTS TO: OPERATIONS DIRECTOR

CLASSIFICATION: FULL-TIME, PERMANENT

UPDATED: JUNE 2022

Oversees and manages food service for Camp Firwood and The Firs Chalet at Mt. Baker. Secondly, this role helps as needed at The Firs Retreat Center food service. Works closely with the Retreat Center Food Service Manager.

MISSION:

- Ensure all aspects of kitchen align with mission/vision/values of The Firs.
- Creatively and contextually implement the mission of The Firs through food.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Food Preparation:**
 - Consistently delivers attractive, well presented meals that are age appropriate.
 - Meals consistently served on time.
 - Portions are monitored, so that there are no shortages and waste is limited.
- **Menu Planning:**
 - Will develop quality menus, which are tailored to the age and tastes of the guests.
 - Work with the Firwood Director and the Director of Guest Services on menu planning.
 - Provides alternatives for medical diet restrictions.
 - Maintain cost per meal within budget.
 - Standardized meals for efficiency in ordering, training, and implementation.
 - Remembers that while nutrition is important, camp is supposed to be fun.
- **Purchasing:**
 - Responsible for purchasing food and supplies.
 - Connects with Retreat Center staff for consistency throughout The Firs.
 - Maintains cost per meal targets.
- **Storage/Inventory:**
 - Receive, organize, inventory, and maintain the proper storage of all food, according to local and state health standards.
 - Work with maintenance staff to ensure inspection of refrigeration, hoods, etc., is done in a timely manner.
- **Staffing/Scheduling/Training:**
 - Hires and maintains an appropriate level of part-time and seasonal kitchen staff, in coordination with the HR Director and The Firs mission.

- Will train, supervise, encourage, motivate, and effectively lead kitchen staff, maintaining a positive kitchen team who understands the significance of their role in the ministry of The Firs.
- Can work and direct others calmly, effectively, and is flexible under pressure.
- Will help train and empower volunteers to cook at the Chalet.
- **Cooking:**
 - Leads and sets the example for the kitchen team for good cooking methods, practices, and standards in cooking for Camp Firwood and the Chalet.
 - Supports the Retreat Center, as needed, in the spring and fall months.
- **Kitchen Cleanliness:**
 - Responsible to oversee and maintain a clean kitchen, dish room, store room, food preparation equipment, and all aspects of the preparation, holding, and serving of food.
 - Meets with the health inspector on all inspections, maintain a positive and cooperative relationship, addressing any issues that arise.
 - Works with the maintenance department, the Firwood Director, and Operations Director, to maintain the kitchen in good working order.
- **Kitchen Equipment:**
 - Keeps all food service related equipment at a high level of cleanliness and readiness.
 - Maintain and coordinate the repairs to equipment within budget and with approval, for unanticipated repairs and replacements.
- **Health Regulations/Workplace Safety/Employment Standards:**
 - Responsible for maintaining, training, and enforcing all appropriate standards that relate to food service preparation and staffing at Firwood and the Chalet.
 - Helps by ensuring that dress, behavior, language, music, and the work environment and atmosphere is positive, honoring to God, and is consistent with the ministry objectives of The Firs.
- **Budgeting:**
 - Creates and tracks an approved budget for all areas of Firwood and Chalet food service and staffing, within the cost per meal and labor targets.

EDUCATION &/OR EXPERIENCE:

- A Christian with a ministry oriented vocational objective.
- Experience in institutional food service as a director or manager with hands-on cooking experience, providing food service for 100 guests or more who are resident for up to a week or more at a time.
- High school graduate with formal food service training or equivalent experience in a similar application to The Firs.

TECHNICAL SKILLS:

- Commercial and institutional cooking and baking skills.
- Understanding of basic health and safety requirements, as they relate to commercial food service.

- Knowledge of the use and maintenance of commercial kitchen equipment.
- Personnel recruitment, training, and management skills.

CERTIFICATES:

- Whatcom County Food Handlers Permit.
- Optional, but encouraged: First Aid/CPR Certification.

EXPECTATIONS & CAPABILITIES:

- Develop consistency and stability in the performance of food service production, including a high level of personal and logistical organization.
- Read and write in English; functional with a computer and in the use of Microsoft Word, Excel, and the Google Suite.
- Is able to work flexible hours and including most weekends.
- Ability to lift and carry 50 lbs. up and down a flight of stairs, as well as move food inventory between floors at the Chalet, Firwood and the Retreat Center kitchens.
- Is willing and able to reside, while cooking at The Firs' 100-bed ski chalet at the Mt. Baker Ski Area, in a confined and noisy residential youth community setting for multiple days at a time, where commuting is not practical.
- Passes the background check and completes training provided regarding sexual harassment.

WAGE FOR THE FOOD SERVICE MANAGER:

- Salaried, \$50,000-\$65,000 per year, based on experience.

STANDARD BENEFITS INCLUDE:

- Medical insurance, retirement matching program, and vacation.

A FEW IMPORTANT THINGS TO NOTE:

- First, The Firs is a Christian organization. Please stop by our website (thefirs.org) to ensure it is a good fit.
- Firwood and the Chalet are mostly attended by youth. Firwood is primarily run Sunday - Saturday, from June - September. The Chalet primarily runs December - March, Fridays - Sundays. These are busy seasons and off months can be much slower.