



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Food Service Manager

Department: Kitchen

Reports to: Chief Operating Officer

Status: Full Time/ Year round

Location: Camp, Lake Hughes, CA

Salary Range: \$55,00-\$70,000

Date updated: 01.11.2024

Summary: Responsible for managing the dining hall and kitchen for all camp and rental sessions. Duties include, planning menus, purchasing food, managing budgets, hiring and supervising staff, and implementing and maintaining procedures for general dining hall/kitchen cleanliness and organization. Responsible for catering special events held at camp. The Food Service Manager will need the ability to work flexible hours, remotely and/or in person, and be on site to manage meal service.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Alongside head chef; develop and plan program menu that meets all dietary and nutritional guidelines in all seasons of TPT programming and rental groups.
- Train staff and operate food services operations in accordance with TPT guidelines, Serious Fun Criteria and ACA standards.
- Ensure properly food handling and food preparation protocols are in place at all times.
- Orders food and maintains relationships with food distributors and vendors.
- Manages in-kind donations and storage of goods, helps foster relationships with various food companies in hopes of reoccurring GIK donations.
- Works with medical staff and Dieticians to meet special medical dietary needs of campers, staff and visitors.
- Works with Camp Director/Assistant Camp Director to meet special meals and food needs for all programing needs.
- Maintains general upkeep of all kitchen equipment and reports any malfunctions or necessary repairs to COO.
- Recruit, hire and train all food services staff in collaboration with Head Chef.
- Schedule proper staffing and supervision in the kitchen for all meal services
- Budgets department with Chief Operating Officer.

- Attends ServSafe level of training as needed for certification and current best practices.
- Implement dietary plans for specific medical and food allergy needs for all program participants.
- Helps maintain appropriate levels of cleanliness in the kitchen, storage areas and Dining Hall alongside help from Housekeeping.
- Develop and provide food services training for all kitchen staff and seasonal program employees.
- Any other tasks that may be outlined by COO and or Camp Program Leadership as needed.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attention to Detail** – Pays attention to details; Understands and follows organization protocols; Is thorough and complete in performing responsibilities.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Follows up with co-workers as needed; Develops realistic action plans.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE:

- Experience in menu planning and preparing food for large groups
- Knowledge of and experience in preparing food
- Familiarity with working with distributors and sellers
- Knowledge of inventory and waste control
- Working experience in supervisory/managing staff and overseeing staff schedules
- Experience overseeing budgets and expenditures
- Strong organizational, communication, and interpersonal skills
- Familiarity with Public Health Kitchen inspections
- Familiarity with special diet needs, food allergies, working with dietitians, etc.

REQUIRED EXPERIENCE:

- ServSafe Food Manager Certification

The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and to describe what it would be like to work at The Painted Turtle. If this sounds

like the type of job you are interested in, and we sound like a non-profit that you would like to work for- then please apply even if you don't match 100% of the job description.

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

Benefits:

- A competitive benefits package including medical, dental, and vision coverage. With our HMO plan being covered 100% by the employer for the employee.
- Generous paid Vacation Time, and Sick Leave
- Over 15 paid days off for Holidays. An additional week off (paid) at the end of the year.
- Eligibility to participate in our 401(k) retirement Savings Plan with an employer match up to 4%.
- 8 days to volunteer at camp (paid) in year 1; 5 days in years after
- Professional development opportunities

To apply: Please submit a resume and cover letter to Christine Cook, HR Manager at christinec@thepaintedturtle.org

Please visit The Painted Turtle's website at www.thepaintedturtle.org.