



# Camp Blue Spruce

Job Title: **Chef Manager**  
Reports to: *Camp Director*

## **Position Purpose:**

The Chef Manager directs the overall food-service operation of Camp Blue Spruce, while maintaining an allergy-friendly kitchen environment. The Chef Manager assists with pre-camp planning and purchasing, and the preparation, service, sanitation, security, personnel management, customer service, and record keeping for all meals at camp. The Chef Manager oversees staff to serve three meals daily for 110 children and adults with food allergies.

Camp Blue Spruce's menu is free of the top-9 allergens plus all gluten. We also accommodate campers and staff with up to an additional 35 food allergies. This position works closely with the Extra Allergy Coordinator to ensure that meals are safely prepared for everyone.

## **Essential Job Functions:**

1. Manage the daily operations of the camp food service.
  - ◆ Oversee the planning and preparation of nutritionally balanced and allergy-safe camp meals, snacks, and pack-out food.
  - ◆ Menus and recipes can be provided by Camp Blue Spruce.
  - ◆ Ensure the service of camp meals through directing the work of other employees and volunteers.
  - ◆ Ensure safe and efficient preparation and serving of camp meals.
2. Oversee kitchen in sanitation and cleanliness
  - ◆ Maintain inventory of food and supplies.
  - ◆ Order food and supplies consistent with menus and enrollment counts
  - ◆ Maintain high standards of cleanliness, sanitation, and safety.
  - ◆ Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
  - ◆ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
3. Manage all administrative and human-resource functions with regard to kitchen and dining room employees.
  - ◆ Monitor employee performance and training.
  - ◆ Assist with interviewing and hiring of cooks and all kitchen staff.
  - ◆ Plan, coordinate, schedule, and supervise the work of other food service staff.

## **Qualifications:** *(Minimum Education and Experience)*

- ◆ Knowledge of cooking for people with food allergies
- ◆ Experience in institutional or large food service setting.
- ◆ Experience as lead cook/ Chef Manager.
- ◆ Current Food Handler's License.
- ◆ Experience in supervision.

### **Knowledge, Skills, and Abilities:**

- ◆ Knowledge of current health and safety laws and practices is essential.
- ◆ Knowledge of and experience in preparation of special dietary foods.
- ◆ Culinary school or equivalent combination of experience and education.
- ◆ Reliability and dependability
- ◆ Chef Manager maintains a drug/alcohol free workplace.

### **Physical Aspects of the Job:**

- ◆ Ability to effectively communicate orally and in writing.
- ◆ Physical ability to lift and carry 50 pounds.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ◆ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ◆ Ability to safely and properly use kitchen equipment.
- ◆ Ability to provide first aid and to assist campers and staff in an emergency.

### **Dates, Training and Compensation**

Ideally, the Chef Manager for Week 2 will work as a sous chef with our experienced allergy chef during Week 1 to gain knowledge about Blue Spruce procedures that will be helpful for running the kitchen in Week 2.

All staff receive room and board for the time they are at camp. Accommodations for the Chef Manager include a private room in the dining hall building.

August 7 – 13 – Work in kitchen and train with experienced allergy chef/Week 1 Chef Manager  
Compensation: \$850

August 14 – 20 – Chef Manager for Week 2  
Compensation: \$1200