



JOB TITLE: Food Services Manager

REPORTS TO: Executive Director

PAY: \$25-\$35 per hour DOE

CLASSIFICATION: Non-Exempt, Full-Time Position (medical benefits offered)

JOB SUMMARY

The Food Services Manager oversees all aspects of food service operations at Lake Retreat, including menu planning, meal preparation, staff management, inventory control, cost analysis, and compliance with health and safety regulations. This role ensures high-quality, efficient, and safe food service for Lake Retreat guest groups and Adelphia students while maintaining operational standards and supporting the mission of Lake Retreat Camp.

KEY RESPONSIBILITIES

- Plan, develop, and implement menus for Lake Retreat guest groups and Adelphia students
- Oversee all food service operations, including food preparation, meal service, and sanitation
- Ensure compliance with applicable local, state, and federal health and safety regulations
- Manage kitchen staff, including training, scheduling, supervision, and performance evaluations
- Assist in recruiting, training, and supervising seasonal staff in preparation for the summer season
- Order and maintain inventory of food, supplies, and equipment
- Establish and enforce food safety, sanitation, and cleanliness standards
- Maintain the cleanliness and proper upkeep of the kitchen, equipment, and work areas
- Assist with interviews, hiring, and onboarding of seasonal employees
- Oversee the daily operations and staff training of the Snack Shack during the summer season
- Attend weekly staff meetings
- Perform other duties as assigned

QUALIFICATIONS REQUIRED

- High school diploma or equivalent
- Valid Washington State Food Worker Card
- ServSafe certification or equivalent food safety certification
- Knowledge of commercial kitchen equipment and its proper use
- Knowledge of food safety, sanitation, and safe food handling practices
- One to three years of general management experience
- At least one year of experience in the food service industry or a related field
- Ability to plan, prepare, and serve meals for groups ranging from 10 to 450 people
- Ability to manage, lead, supervise, and train kitchen staff
- Ability to manage multiple responsibilities in a fast-paced environment
- Ability to work in a commercial kitchen where common food allergens are present
- Ability to stand for extended periods and lift products or supplies weighing up to 50 pounds
- Flexibility, adaptability, and a willingness to learn
- Must be a born-again Christian of good character who is seeking to grow in Christian faith, character, and knowledge of God
- Commitment to modeling and communicating a positive belief in the importance of Christian camping ministry
- Ability to demonstrate Christ-like interactions with guests, coworkers, and other staff

QUALIFICATIONS PREFERRED

- Additional experience in food service management, commercial kitchen operations, or a related field or degree