

Timberline Ranch Job Description

Food Services Manager / Assistant Manager

Overview:

Managing the Food Services is a key leadership position in the ministry of Timberline Ranch. The Food Services Manager is responsible for all meals, staff, equipment, supplies, and budget in the kitchen, as well as ongoing Christian discipleship of Kitchen staff.

Qualifications Desired:

1. A heart for God, for people, and for camp ministry.
2. Gospel-oriented and mission-minded.
3. Conscientious and responsible, with demonstrated high standards of ethics and integrity.
4. Strong interpersonal and communication skills, with the ability to remain calm and kind under pressure.
5. A high degree of organizational skills; able to multi-task and solve problems.
6. Training in food preparation (e.g. a chef school or significant experience in kitchen work).
7. Food Safe II certification.
8. Post-secondary schooling (preferably a completed degree).
9. Proficiency in computer skills (for ordering, reports, menus, etc.).
10. Self-motivated and able to work extremely well in a diverse team.
11. Safety conscious.

Responsibilities:

A. Meal Preparation

1. Oversee and implement the preparation, serving, and clean-up of healthy meals.
2. Ensuring that all food is served with good quality, sufficient quality, and on time.
3. Plan healthy menus, using very little in the way of “pre-made” foods.
4. Ensure that safety standards (e.g. WCB and Food Safe) and health standards are met and exceeded in the kitchen.
5. Keep waste to a minimum.

B. Staffing

1. Be involved in the hiring process of new kitchen staff.
2. Train staff and volunteers in their duties, working hard to help them feel appreciated.
3. Schedule all kitchen staff and volunteers, ensuring that their schedules are provided to them in good time and that the office is aware of days worked and days off.

4. Lead by example so that everyone regularly sees how things should be done

C. Administration

1. Order food and kitchen supplies.
2. Keep within the kitchen budget in ordering food, supplies, equipment, and repairs.
3. Ensure that all kitchen equipment is well-maintained, clean, and in good repair.
4. Attend leadership meetings and staff meetings as scheduled.
5. Prepare monthly and annual reports as requested by the Executive Director.

D. General

1. Ensure the dining hall is clean, tidy, and set up as needed.
2. Be available for a variety of shifts, including early morning, evening, and weekends.
3. Know, follow, and enforce the standards of Timberline Ranch, as laid out in the staff manual.
4. Attend all staff meetings and manager meetings as scheduled.
5. Help out in the overall work and mission of the Ranch as needed.

Reports to: Executive Director

Salary: Negotiable, based on experience and education.

Benefits:

Includes medical and a group insurance plan (after probationary period), plus many perks such as meals and staff events. Housing may be also available (if single).

* This Position has a 6-Month Probationary Period and 3-Month Review *

Contact:

Please contact Dobson Reid, Assistant Director at dobby@timberlineranch.com, or 604-463-9278, extension 22.