



**Job Title:** Assistant Food Services Manager

**Organizational Relationship:** Reports To: Food Service Manager.

**Department:** Operations

**Location:** Whispering Winds Catholic Conference Center, Julian, CA

**Position Type:** Full Time, plus benefits

**Salary Range:** \$15 - \$20 hourly

**Overview:**

Oversee production and execution of meal service in the Main Dining Hall / kitchen as designated by the Foodservice Manager. Maintain operational condition of kitchens as outlined in policies and procedures to meet and exceed state and federal compliance.

**Job Description:**

Overall Responsibility:

Oversee meal prep, planning, and cleaning for 11,000 guests yearly.

Assist in the Management of all hourly kitchen staff, seasonal staff, & volunteers.

Assist and participate in cleaning projects and managerial tasks as necessary to meet policy and procedural compliance.

Assist in training and ongoing development of full-time, summer, seasonal, and hourly staff.

Maintains leadership in modeling cleanliness, readiness, and effectiveness of food service locations.

Responsible for documentation and execution of food safety plan, daily checklists, food waste log management, and stock rotation on a shift-by-shift basis.

Assist in the design, costing and implementation of recipe builds and food service procedures as designated by the Food Service Director.

Maintain Inventory and assist in cost control measures.

Support Foodservice manager in the ordering and receiving of all stock items.

Clean and maintain all kitchen appliances, equipment, and areas where food is served.

Support food service staff in the cleaning and stocking of dishes & utensils.

**Skills and Abilities:**

Ability to manage peers, full-time staff, summer, seasonal and hourly staff in a positive and respectful way.

Strong work ethic.

Highly organized with an eye for detail.

Taste insight, ability to gauge overall flavor profile of dishes and make adjustments to meet desired outcomes for flavor and product quality.

Culinary insight and knowledge of classical cooking techniques and exposure to a variety of cultural cuisines.

Proficiency in Microsoft Excel, Word, typing, basic computer skills.

Excellent personal hygiene.

Strong sense of urgency and timeliness.

A servant's heart, with a strong calling towards hospitality.

Problem-solving skills, ability to think quickly to adjust plans and still achieve desired outcomes.

#### Physical Demands:

Ability to lift 60lbs, stand for many hours consecutively while working in the kitchen, bend, squat, be on hands and knees while cleaning, climb stairs, and be around strong cleaning chemicals on a daily basis.

Ability to work late at night and early in the morning and some days for many hours consecutively

#### Work Environment:

Will work indoors and outdoors in summer, winter, and rainy weather conditions, on slippery surfaces, around hot appliances, and sometimes in buildings without central heat or a/c.

#### **Compliance and Risk Management**

Maintain first aid and CPR certifications.

Perform all duties in accordance with prescribed regulatory compliance guidelines, including OSHA and local, state, and federal laws and regulations.

Ensure all Human Resource related policies and procedures are managed for the Facilities Department.

#### **Other Job Duties**

Attend staff meetings and special ministry events, some held off-site and on weekends.

Attend training and seminars.

#### **Our Mission**

The mission of Whispering Winds Catholic Conference Center is to provide a Christ-centered environment, apart from the everyday world, where all are welcome to increase their knowledge of and commitment to Christ and join as fellow pilgrims on their journey of faith with God.

#### **Disclaimer:**

This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined, and other duties, as assigned, might be part of the job. For more information on the camp, please visit [whisperingwinds.org](http://whisperingwinds.org).