



### **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.

**Job Title:** Food Service Manager

**Organizational Relationship:** Reports to Executive Director

**Department:** Food Service

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

**Pay Rate:** \$64,480 - \$70,000+ DOE

**Position Type:** Full Time, Exempt plus benefits, Housing Available

### **Overview:**

The Food Service Manager is responsible for the management and oversight of the Food Service Department and staff.

### **Qualifications:**

This position requires someone who:

- Has experience with professional kitchen management, creative cooking, and special diet menus
- Has a strong appreciation for “behind-the-scenes” ministry in a fast-paced environment
- Recognizes that customer service goes beyond serving a good meal – guest satisfaction depends on cleanliness, helpfulness, enthusiasm, presentation, quality ingredients, group-appropriate menus, and taking the extra step to contribute creatively to the overall ministry at camp

### **Requirements:**

- 5-10 years of professional kitchen or catering experience
- Food Handlers card
- Ability to work varying schedules based on camp program needs, including some weekends
- Attend staff meetings and special ministry events, some held offsite
- Ability to perform physical work for 12+ hours at a time, with appropriate breaks
- Ability to stand and work for 3 to 4 hours straight without a break
- Must be able to lift and move items up to 50 pounds

### **Job Description:**

#### **Budget and Inventory Management**

- Prepare annual & mid-year Food Service budget in consultation with Executive Director and Controller
- Plan menus, manage inventory and purchase food on a scheduled basis ensuring an accurate supply
- Ensure the Food Service Department runs at or below budget by researching competitive costs, calculating cost-per-person, and good time-management of staff
- Ensure kitchen and dining room equipment is maintained

#### **Staffing**

- Recruit and manage Food Service staff, including job descriptions, salaries, interviews and annual reviews
- Train and supervise of kitchen and food service staff
- Develop and monitor staff schedules
- Instruct staff in food preparation, service and sanitation tasks

#### **Menus and Food Preparation**

- Support the design and preparation of menus for nutritionally balanced meals, modified diets, drinks, and snacks
- Manage preparation ensuring sufficient food based on anticipated number of guests, nutritional value, palatability, popularity, and cost

- Ensure meals are served in a timely and attractive manner based on program need, multiple groups and guest feedback

**Hospitality & Service**

- Review food service procedures and operational processes to determine ways to improve service
- Visit with staff/guests in dining area to ensure satisfaction and to obtain feedback
- Investigate and resolve issues or complaints regarding the food or service
- Keep the Dining Hall and surrounding areas presentable
- Coordinate with the Guest Services department to manage multiple groups

**Risk Management**

- Ensure Food Service Department and staff comply with all laws and regulations as outlined by the San Diego County Department of Health and other relevant governing bodies
- Monitor safety of Kitchen and Dining Hall facilities, food service staff, guest activities and environment according to Federal OSHA standards and camp policies
- Ensure that the kitchens, refrigerators, storage facilities, and food-service areas are clean and safe in compliance with food management regulations
- Follow Kitchen and Dining Hall emergency procedures when necessary
- Be on call for guest needs and support onsite management team to insure camper supervision and safety
- Ensure all HR related policies and procedures are managed for the Food Service Department

**Miscellaneous**

- Normal indoor/outdoor environment requiring occasional lifting (up to 50 lbs.), bending, stooping, pushing, pulling, and standing for moderate periods of time
- Minimal travel to San Diego/reliable transportation required

**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 organization, please visit [whisperingwinds.org](http://whisperingwinds.org).