



Pioneer Camp Alberta - Sundre

Position Description: Food Services Manager

Purpose: The purpose of this position is to give leadership and take responsibility for all areas of food service at Pioneer Lodge, so that it is planned and operated in a manner that is consistent with Pioneer's/InterVarsity Christian Fellowship's core purposes and values, and is relevant to emerging needs of guests, staff, and volunteers. The Food Services Manager is responsible for the planning, staffing, operation, training, budgeting, and safe operation of the kitchen and all areas of food service.

Key Internal Relationships: Executive Director of Pioneer Camp Alberta, Director of Program, Office Manager, Camp Registrar, Guest Group Coordinator, Program Manager, Maintenance Manager, Herd Manager, Lodge Summer Director, Summer Camp Directors

External Relationships: guests, vendors

Report to: Operations Manager

Responsibilities:

- Provide efficient guest service and respond quickly to guest requests
- Seek opportunities to minimize expenses and increase employee productivity without sacrificing guest services
- Promote professional work habits that will develop the respect of staff, and will create return business from guests
- To recognize opportunities to make food service one of the memorable experiences for our campers and guests
- Strive to uphold all hygiene and sanitary regulations and be clean and presentable at all times
- Ensure a safe work environment for yourself and your co-workers by upholding current safety rules and standards
- Ensure that all equipment in the kitchen is clean and in good working condition before use and operating procedures are followed
- Adhere to sanitation and food preparation standards as outlined by the health inspector
- Train kitchen staff in areas of professional development
- Work with the kitchen staff to prepare meals

Manager - Personnel Focus:

- Attend weekly managerial planning meetings and correspond in a timely manner with all other managers and directors
- Responsible for the staffing of the Summer kitchens with ongoing administrative support from the office
- Responsible for the hiring and scheduling of Year-round kitchen staff while working within the kitchen payroll budget
- It is expected that there will be active involvement in the recruitment and placement of volunteer staff, in the interviewing, evaluation and encouragement of paid and volunteer staff



Manager - Food Planning and Purchasing Focus:

- Menu planning
- Continually seeking to provide the healthiest menu possible, presented in an attractive way that balances the needs of the campers and the staff
- Responsible to accommodate special need diets and ethnic diversity in menu planning
- Responsible for food ordering to ensure the highest quality and variety while working within the established budget

Key Outcomes:

- Work well with other staff at Pioneer Lodge
- Satisfied guests
- Quality service
- Increased guest groups and campers
- Strong volunteer retention

Qualifications:

- Personal relationship with Jesus Christ and desire to grow as a follower
- Ability to follow directions
- High School Diploma
- Food Handlers' Course
- 2 years related experience in a large cooking setting

Pioneer Camp Alberta is a mission organization; therefore, the Food Services Manager is encouraged to raise support which will aid the financial success of Pioneer. The salary for this position is \$35,000 annually. Staff are paid through direct deposit to a Canadian bank account of their choice on the last working day of the month.

Recognizing the nature of the ministry of Pioneer, it is understood that the position requires irregular hours, therefore work and time off will be scheduled with the Executive Director.

Contact [Ruth Lewis](#) for more information.