Lutherans Outdoors in South Dakota
Year Round Position Description
Outlaw Ranch Food Service Manager

Our Mission: Lutherans Outdoors in South Dakota welcomes all to explore and experience Christ's love in community and creation.

Responsible to: The Outlaw Ranch Food Service Manager is responsible to the Camp Director.

Position Description: The Outlaw Ranch Food Service Manager runs all aspects of the summer camp and retreat season food service program at Outlaw Ranch.

The following duties and responsibilities are provided to aid in this process:

QUALIFICATIONS:

1. A professing Christian supportive of the philosophy and mission of Lutherans Outdoors in South Dakota: Explore faith, welcome all, build leaders, care for ALL creation, and nurture community
2. At least 21 years of age and at least a high school education.
3. Demonstrated skill, knowledge, and good judgment in the areas of large-quantity cooking, nutrition, menu planning, food purchasing, food service health and sanitation, and budget management.
4. Ability to meet and relate well with the public
5. Ability to work well with others and to be a flexible member of a team.
6. Ability to take initiative and work well without close supervision.
7. Skill in hiring, training, and supervising food service staff.
8. Willingness to implement the food service philosophy of Outlaw Ranch in consultation with the Director.
9. Ability to organize and manage a multi-site food service program.
10. Physical stamina, emotional stability and good moral character.
11. Must hold a valid driver's license and have a safe driving record.
12. Maintain a current ServeSafe National Certification.

RESPONSIBILITIES:

1. Staff Supervision
    a. Hire all summer camp and retreat season food service staff, in consultation with the director.
    b. Provide training for all staff in the following areas: cooking, sanitation, safety standards, proper use of equipment and Outlaw Ranch's food philosophy. Provide additional training for specific food service personnel as necessary.
    c. Prepare work schedules for food service personnel.
    d. Ongoing monitoring and supervision of all food service staff.
    e. Observe and enforce all Outlaw Ranch policies and procedures.

2. Cooking
    a. Serve as head cook for all summer camp and retreat season programs at Outlaw Ranch. The head cook responsibilities will be divided between actively preparing food and supervising the flow of work in the kitchen as seasonal staff prepare meals.

3. Food Inventory and Management
    a. Provide for the ordering of food, balancing the emphasis on quality with budget/price check (e.g., Sam's Club vs. Walmart) considerations.
    b. Be familiar with and check the current food inventory when making menus and ordering food.
    c. Ensure the proper storage of all food items.
    d. Maintain clean and orderly food storage areas.
    e. Practice first-in, first-out inventory management.
    f. Order paper goods and cleaning supplies.

4. Menu Planning
    a. Plan delicious, nutritious menus.
    b. Incorporate guests' dietary restrictions and accommodations where appropriate with considerations for both time and budget restraints.
    c. Incorporate the Outlaw Ranch food philosophy into menus.
    d. Keep up with changes and new ideas within the food service field, implementing them into the program where appropriate.

5. Record Keeping
    a. Maintain records of menus and groups served.
    b. Maintain other records as necessary to assure quality control and health & safety of campers/staff.
    c. Review weekly payroll time sheets.

6. Program
    a. Promote the use and understanding of food as part of the camp programs.
    b. Work in partnership with program staff in balancing needs of food service with the needs and desires of programs as much as possible.

ESSENTIAL FUNCTIONS: Ability to work long, active days, especially during summer camp and retreats. Able to do physical work around camp, such as cooking, cleaning, putting away food orders, etc. Able to drive camp vehicles safely.