

Mt. Gilead Camp and Conference Center
Kitchen Manager Job Description

Reports to: Director

Responsibilities:

General:

1. Cares for the needs of counselors and campers under her care.
2. Cooperates with other staff members.
3. Watches for and encourages spiritual life.
4. Keeps accurate records and reports as required.
5. Positively represents Christ and Mount Gilead in interactions with parents and visitors.
6. Performs miscellaneous duties as assigned.

Specific:

1. Revises or writes menus if necessary with the Director.
2. Plans beginning order with the Director.
3. Oversees cooking and cleanup in the kitchen.
4. Directs work of the Kitchen Aides.
5. Maintains inventory and orders supplies as necessary.
6. Makes use of government foods and inventories.
7. Keeps kitchen clean and all appliances clean and covered.
8. Helps organize and fill cookout boxes.
9. Gives cookout food order to Business Manager Tuesday AM.
10. Plans and supervises preparation of special meals for campers/staff needs, special programs, or activities.
11. Holds prayer time with other members of her staff.

Desired qualities:

General:

- Understanding of the aims and philosophy of Mt. Gilead
- Love for girls
- Ability to get along with others
- Spiritual and emotional maturity
- Willingness to serve and perform tasks other than those assigned

Specific:

- Neatness and cleanliness
- Patience and gentleness
- Organizational ability, thoroughness