



Camp Twin Lakes
Where Challenges Become Triumphs

Camp Twin Lakes

Food Service Coordinator

Job Description

Title: Food Service Coordinator
Status: Professional – Full Time
Department: Food Service
Reports to: Camp Manager

Camp Twin Lakes (CTL) provides year-round therapeutic camping programs for children, adolescents, adults, and families living with serious illnesses, disabilities, and life challenges. Camp Twin Lakes hosts camps at two fully accessible and medically supportive campuses, located in Rutledge and Winder, Georgia. Additionally, camp-to-go programs are offered in local Children's hospitals, rehab centers, and community resource organizations. Camp Twin Lakes partners with more than 60 local non-profit organizations, each serving a specific diagnosis. For more information, please visit our website at www.camptwinlakes.org

General Responsibilities

The Food Service Coordinator is responsible for all kitchen and dining hall functions, including but not limited to food purchasing, preparation, receiving, preparation and maintenance of quality standards, safety, sanitation, and cleanliness. The Food Service Coordinator will supervise and support their team in ensuring that adequate training and safety standards are followed, along with adequate staff management including scheduling, direct supervision, payroll, and performance reviews. Position is based in Winder, Georgia with some travel to Atlanta and Rutledge required.

Specific Responsibilities

- Verify that all food handling, cooking, and staffing procedures meet the guidance of the Health Department and Camp Twin Lakes procedures, including updating such procedures with changing COVID-19 guidance.
- Ensure that all food and products are consistently prepared and served according to the camp's recipes, portioning, cooking, and serving standards.
- Provide direct hands-on support in food service functions, including preparing and cooking food, cleaning, setup and takedown for events, and programmatic focuses within dining services framework
- Coordinate special dietary food accommodations with direction from the CTL Dietary Coordinator for individuals with special dietary concerns; including but not limited to dairy free, egg free, gluten free, nut free, soy free, and vegetarian.
- Fill in where needed to ensure guest service standards and efficient operations are met.
- Responsible for ordering food products according to predetermined product specifications and received in correct unit count and condition and deliveries are received in accordance with the camp's receiving policies and procedures.
- Control food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes and waste control procedures including checking and maintaining proper food holding and refrigeration temperature control points and timeframes.
- Work with CTL Dietary Coordinator to plan and price menu items. Establish portion sizes and prepare standard recipes for all new menu items.
- Oversee the training of Food Service personnel in safe operation of all kitchen equipment and utensils.
- Responsible for training Food Service personnel in cleanliness and sanitation practices.

- Accountable for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment, and food storage areas.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the camp's preventative maintenance programs.
- Provide orientation of company and department rules, policies and procedures, and other HR practices including payroll and benefits.
- Make employment and termination decisions including interviewing, hiring, evaluating, and disciplining Food Service personnel, in conjunction with the Camp Manager.
- Be knowledgeable of camp policies regarding personnel and administer prompt, fair, and consistent corrective action for any and all violations of company policies, rules, and procedures.
- Oversee and ensure that camp policies on employee performance appraisals are followed and completed on a timely basis.
- Prepare all required paperwork, including forms, reports, and schedules in an organized and timely manner.
- Schedule labor as required by anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met.
- Ensure adequate safety training as required for Food Service personnel's role in kitchen specific procedures, First Aid, CPR, lifting and carrying objects, and handling hazardous materials.
- Attends all scheduled employee meetings and brings suggestions for improvements.
- Serve as a team player within and across Camp facilities, including other duties as assigned.
- Manage the Food Service personnel's daily operations and create a working environment that adheres to Camp Twin Lake's values of safety and accountability, trust and respect, being people centered, inclusive, and collaboration.

Essential Functions

Must be able to use kitchen equipment and tools, observe what needs to be done, communicate with staff, and have physical strength to lift, load, unload, mop, and clean items and equipment. Must also be able to lift/unload/move food and supplies; determine cleanliness of dishes, food contact surfaces, and kitchen areas; assess condition and quality of food. Ability to utilize a computer, including standard Microsoft Office products. Non-summer traditional work week is Tuesday to Sunday, with some additional weekday work. Summer schedule varies weekly.

Desired Qualifications

- Experience in Food Service/Kitchen Management is a must.
- Organized, detail-oriented team player.
- Ability and desire to work in a camp setting.
- Experience in camp or institutional food service setting.
- Supervisory skills in leading a team.
- Ability to relate well to others.
- Good character, integrity, adaptability, and enthusiasm.
- Aptitude to enhance one's education and training for any perceived area of deficit.
- Certification in field of study preferred.

Education, Certifications, & Licenses

High school graduate or equivalent, professional training in institutional cooking and supervision, or experience in a Food Service/Kitchen Management role. Must have a valid Georgia Driver's License with a clean motor vehicle record. Must be ServSafe Manager certified or be able to achieve certification within first 90 days of employment. Preference for employment and advancement will be given to ServSafe Certified Trainers. Current CPR/First Aid certification is required or must be obtained within the first 90 days of employment.