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## RED WING YMCA JOB DESCRIPTION

Job Title: Kitchen Manager  
FLSA Status: Seasonal  
Reports to: Camp Pepin Director

Leadership Level: Team Leader  
Starting Pay Rate: \$16 per hour

Revision Date: 2/1/23

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### POSITION SUMMARY:

The Kitchen Manager of Camp Pepin is responsible for the management of the food service for all of our summer programs. This includes the planning of meals, ordering of supplies, adherence to all health and safety codes, and the preparation and serving of meals. The food is a huge part of the experience of summer camp – it can make or break a camper’s time at Camp Pepin. Meal times also serve as a significant chance for bonding and community building within cabins and the camp as a whole. The Kitchen Manager will work as the leader of a team that includes cooks and kitchen support staff, as well as camp management and summer staff, to ensure that each and every camper is fueled for a week of fun at Camp Pepin.

### ESSENTIAL FUNCTIONS:

1. Serve as a role model for campers and staff members by demonstrating behaviors consistent with the YMCA mission.
2. Demonstrate the core values of the YMCA (caring, honesty, respect, and responsibility) through job responsibilities.
3. Put campers’ needs ahead of one’s own personal interests.
4. Supervise preparation of all meals.
5. Plan and write a varied and nutritious weekly meal plan that incorporates all food groups.
6. Plan menu adaptations for those with special dietary needs.
7. Clean and maintain food service areas.
8. Adhere to state and federal health codes by minimally performing the following functions:
  - i. Maintain a written record of temperatures in all refrigeration units.
  - ii. Maintain a written record of temperatures of all food that has been heated.
  - iii. Maintain a written record of temperatures in mechanical dishwasher units.
  - iv. Maintain a written record of weekly menus with nutritional information.
  - v. Maintain and post sanitation and safety standards.
9. Conduct routine inventories of food service supplies and order more supplies (with Camp Director approval) as needed.
10. Prepare, monitor, and administer the food service budget.
11. Participate in the hiring, orientation, and evaluation of all food service personnel.
12. Communicate any camper or staff issues to appropriate supervisors.
13. Be prepared and on-time for scheduled shifts, staff training sessions, and staff meetings.
14. Maintain personal proper hygiene and appearance.
15. Maintain a clean and organized work environment.
16. Submit written materials on time.
17. Demonstrate proper safety procedures at all times while on camp property, using camp equipment, or participating in camp-related functions.
18. Carry out alternative assigned duties (within the limit of qualifications) as deemed necessary and agreed upon by the Camp Director, the Assistant Camp Director, and the Program Director.
19. Represent camp positively within the community.

### **YMCA COMPETENCIES (Team Leader):**

- Values: Models and teaches the Y's values.
- Community: Ensures a high level of service with a commitment to improving lives.
- Inclusion: Champions inclusion activities, strategies, and initiatives.
- Relationships: Build relationships to create small communities.
- Developing Others: Provides staff with feedback, coaching, guidance, and support.
- Decision-Making: Provides others with frameworks for making decisions.
- Change Capacity: Facilitates change; models adaptability and an awareness of the impact of change.

### **EXPECTED HOURS OF WORK**

This is a seasonal position that can be part time or full time. The Kitchen Manager would fill one of the two shifts for the Lead Cooks, depending on availability and needs of the kitchen. Those two shifts include 6 am – 1 pm and 12 pm – 7 pm and run from Sunday evening to Friday lunch. Specific shifts are subject to change as needed. There are opportunities to continue to serve in the role throughout the year as we serve various retreat/rental groups on site. The Kitchen Manager would plan meals, order supplies, and prepare and serve meals on an "as needed" basis.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The usual work environment is one of a typical commercial kitchen with basic kitchen utensils. Most used equipment include the commercial dishwasher, steam cooker, convection oven, flattop grill, blenders, mixers, knives, toasters, steam table, and more.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must have the ability to perform all physical aspects of the position, including walking, standing (60 minutes or more), bending, reaching, and lifting. The employee must also frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds while unloading food, supplies, and equipment as needed.

### **QUALIFICATIONS:**

1. At least 21 years of age.
2. Current ServSafe Food Manager Certification.
3. Experience in scratch cooking, catering, or food service setting.
4. Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures.
5. Knowledge of current health and safety laws and practices is essential.
6. Knowledge of and experience in preparation of special dietary foods including vegetarian foods.
7. Knowledge of preparation and serving procedures in special cases such as food allergies.
8. Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.
9. Ability to pass a background check.

### **AAP/EEO STATEMENT**

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **SIGNATURES**

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_