



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF LANSING JOB POSTING

### Food Service Manager

**General Function:** Under the supervision of the Summer Camp Director, the Food Service Manager is responsible for the overall management of food service operations

Responsibilities include staff recruitment and scheduling/supervision, menu planning, inventory, cost control, procurement of food, food preparation, maintenance and cleaning of kitchen and dining hall, and administration of USDA Summer Food Service Program. Food Service Manager will work approximately 900-1000 hours annually. Majority of hours will occur April through October.

#### **Job Requirements:**

- Minimum 5 years related work experience. Must have been in supervisory role in commercial kitchen in a previous role.
- ServSafe Certification required- YMCA of Lansing will provide training if certification is expired.
- Desire to work with children and peers
- Ability to lead and supervise participants
- Strong interpersonal skills
- Ability to accept supervision and guidance as well as constructive feedback
- Ability to lead, train and supervise staff in order to operate a sanitary, efficient, healthy and enjoyable food service operation.
- Experience in supervising others and working with a team
- Complete all required YMCA trainings when needed
- Ability to respond to safety and emergency situations

#### **Position Responsibilities:**

1. Assist Summer Camp Director with hiring, training and supervision of staff for food service staff
2. Develop and implement healthy and nutritious menus with varying items for children and adults.
3. Operation of kitchen in accordance with all state, county and local regulatory agencies.
4. Under guidance of Summer Camp Director, supervise food service program including fiscal management, safety/risk, staffing and menu development and meal delivery.
5. Serve as a member of the Camp Leadership Team
6. Sanitation and cleaning of kitchen facilities, storage areas, recycling area, and dining hall.
7. Maintain inventory of equipment/supplies and replace/reorder when needed.
8. Maintain a clean work area before, during and after group visits.
9. Maintain accurate inventory, records and files.
10. Assist with meeting accreditation and licensing standards by the American Camp Association and Michigan State Licensing.
11. Achieve certification specific to program department to include ServSafe Certification, FA/CPR and additional YMCA of Lansing required trainings.
12. Assist with the delivery of USDA approved food reimbursement programs for summer camp.
13. Operate within budget guidelines.
14. Strive to improve public relations with guests.
15. Perform other duties as assigned.

#### **Disclaimers:**

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

**Hours/Salary/Benefits:** seasonal; must be available to work Monday-Sunday depending upon needs of Mystic Lake YMCA Camp. Hours will vary depending upon the season. \$14-16/hour

**Contact:** Amy Stearns, Director of HR & Risk, [careers@lansingymca.org](mailto:careers@lansingymca.org) or apply online at [www.lansingymca.org](http://www.lansingymca.org)