



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



YMCA of Lansing Association Job Description

### **Mystic Lake YMCA Camp**

**9505 Ludington Dr, Lake, MI, 48632**

517-827-9650

At Mystic Lake YMCA Camp, our goals are to teach youth social responsibility through environmental stewardship, community living and working with one another in a group setting that builds friendships. Youth develop and learn new skills to improve their sense of self-worth and confidence in an accepting environment where all are welcome.

### **Assistant Food Service Manager**

**General Function:** Under the supervision of the Food Service Manager, the Assistant Food Service Manager is responsible for helping with 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. Majority of hours will occur April through August. Possibility of continuation of responsibilities thru October.

### **Job Requirements:**

- Minimum 5 years related work experience. Must have experience in commercial kitchen in a previous role.
- ServSafe Certification required- YMCA of Lansing will provide cost of 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 Food Service Manager with hiring, training and supervision of food service staff
2. Provide healthy and nutritious menu items for children and adults.

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

**Disclaimers:**

- Must complete successful background screening 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 position, primarily May- October; must be available to work Monday-Sunday depending upon needs of Mystic Lake YMCA Camp. Hours will vary depending upon the season. \$10-13/hour

**Include:** YMCA of Lansing Application ([lansingymca.org/jobs](http://lansingymca.org/jobs)) and include 3 non-family references and 1 family reference.

**Contact:** Amiee Woodrow, Senior Program Director, [awoodrow@lansingymca.org](mailto:awoodrow@lansingymca.org), 517-827-9650