



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

ASSISTANT FOOD SERVICE MANAGER

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.

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. Most hours will occur from April through August. Possibility of continuation of responsibilities through October.

JOB REQUIREMENTS

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

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 the kitchen in accordance with all state, county, and local regulatory agencies



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4. Under the guidance of the Food Service Manager, assist with supervision of the 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 areas, 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 the 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 successfully complete background screening for YMCA
- This job description may not be all-inclusive, and the 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.

SALARY/HOURS/BENEFITS

This is a seasonal position, and the applicant should be available Sunday - Friday, primary April – October. Hours will vary depending upon the season and the need of Mystic Lake YMCA Camp.

\$12-14/hour

APPLY NOW: [YMCA of Lansing Job Application](#)

Contact: Darin Borgstadter, Executive Director, dborgstadter@lansingymca.org, 517-827-9650