



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

## **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 Executive 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 the USDA (United States Department of Agriculture) Summer Food Service Program. The majority of hours will occur from April through October.

### **JOB REQUIREMENTS**

- Minimum 5 years related work experience. Must have been in supervisory role in 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
- Complete all required YMCA trainings when needed

### **POSITION RESPONSIBILITIES**

1. Assist Summer Camp Director with hiring, training, and supervision of staff for food service staff
2. Under the guidance of the Summer Camp Director, supervise the food service program including fiscal management, safety/risk, staffing and menu development, and meal delivery
3. Develop and implement healthy and nutritious menus with varying items for children and adults.



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4. Maintain inventory of equipment/supplies and replace/reorder when needed.
5. Operation of the kitchen following all state, county, and local regulatory agencies
6. Assist with meeting accreditation and licensing standards by the American Camp Association and Michigan State Licensing
7. Maintain a clean work area before, during, and after group visits.
8. Sanitation and cleaning of kitchen facilities, storage areas, recycling area, and dining hall
9. Achieve certification specific to the program department to include ServSafe Certification, FA/CPR, and additional YMCA of Lansing required trainings
10. Assist with the delivery of USDA-approved food reimbursement programs for summer camp
11. Operate within budget guidelines
12. Serve as a member of the Camp Leadership Team
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.

\$14-17/hour.

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

Contact: Darin Borgstadter, Executive Director, [dborgstadter@lansingymca.org](mailto:dborgstadter@lansingymca.org), 517-827-9650