



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

Food Service Manager

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. Most hours will occur from April through October.

Position Responsibilities:

- Assist Summer Camp Director with hiring, training, and supervision of staff for food service staff.
- 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.
- Develop and implement healthy and nutritious menus with varying items for children and adults.
- Maintain inventory of equipment/supplies and replace/reorder when needed.
- Operation of the kitchen following all state, county, and local regulatory agencies.
- Assist with meeting accreditation and licensing standards by the American Camp Association and Michigan State Licensing.
- Maintain a clean work area before, during, and after group visits.
- Sanitation and cleaning of kitchen facilities, storage areas, recycling area, and dining hall.
- Achieve certification specific to the program department to include ServSafe Certification, FA/CPR, and additional YMCA of Lansing required training.
- Assist with the delivery of USDA-approved food reimbursement programs for summer camp.
- Operate within budget guidelines.
- All other tasks as assigned.

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 operations.
- 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.
- Ability to respond to safety and emergency situations.
- Must complete all required YMCA trainings in the expected timeframe
- Must have residency near Mystic Lake Camp – located in Lake, Michigan

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.

Salary: seasonal work schedule, \$16-20/hr.