

Job Title: Kitchen Director
Reports to: Executive Director
Classification: Salary Employee



Summary

Kellogg Springs Camp is owned and operated by the Oregon Pacific District Church of the Nazarene. The Kitchen Director (Head Cook/Chef) will plan, direct, and supervise the food service operation of Kellogg Springs camp and to be responsible for the meal preparation for our groups. The Kitchen Director will work alongside and supervise the Kitchen and Summer Staff during meal preparations. Full-time+ work in the summer, varied hours during the non-summer seasons. Weekend work required.

The successful candidate will:

- Have a personal and growing relationship with Jesus Christ.
- Have experience in food service preparation.
- Be passionate about camp ministry and serving groups through providing quality meals.
- Have a valid Oregon Food Handlers Card and knowledge of the Oregon Health Authority Food Safety Laws.
- Have good people skills and the ability to supervise, communicate, and work well with others.
- Have knowledge of food allergies and how to provide food for guests with food allergies.

Responsibilities

- Use food service to enhance the overall mission of Kellogg Springs Camp.
- Oversee everything that happens in the Kitchen and Dining Hall.
- Have direct oversight of and involvement in the food preparation, cooking and clean up.
- Oversee menu planning, ordering of food, maintaining kitchen inventory.
- Provide leadership and management of the Kitchen Staff.
- Uphold all food safety regulations, health codes and food allergy preparations.
- Maintain inventory and control of food stock, supplies and equipment.
- Maintain a clean and professional Kitchen appearance.
- Be willing to live in a camp setting and willing to work long hours in the summer and irregular hours during the rest the year.
- Attend staff meetings throughout the year.
- Other duties as assigned.

Physical Requirements & Work Environment

- This position requires walking, talking, seeing, hearing and other uses of the senses. While performing the duties of this job, an employee is required to frequently use hands and fingers and possess efficient means of communicating with others.
- Be able to stand for long periods of time and lift heavy food items.
- The working environment for this position is a combination of an indoor office and building setting as well as outdoors featuring extreme heat and cold. The camp is located on a steep hill, and you must be able to move around the premises.
- This position requires living onsite year-round on the campground and housing is included in the salary package.