



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

CAMP MANITO-WISH YMCA – DINING HALL DIRECTOR AKA “NASH CAPTAIN”

MINIMUM QUALIFICATIONS:

1. 21 years of age (preferred)
2. Previous leadership and supervisory experience
3. Restaurant or kitchen experience
4. Dining room supervisor/host experience or two years waitering experience (preferred)
5. Food Handlers Certification or willingness to obtain
6. Desire and proven ability to positively interact, teach, and build life skills (including confidence and self-esteem) with youth and staff
7. Certified in Standard First Aid and CPR (required) (Certifications may be obtained through Camp Manito-wish prior to first day of work)
8. Valid driver's license and no traffic violations within 12 months of starting date of employment (preferred)
9. Good written, organizational and verbal communication skills
10. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

WORK SCHEDULE:

1. 60 hours a week, if living on-site (room and board included) (preferred)
2. Commuting shifts available with adequate personal transportation to get to/from work

RESPONSIBLE TO: Director of Operations

ESSENTIAL FUNCTIONS

1. Ability to assist with, create and maintain a clean and safe food service operation
2. Ability to manage the weekly meal count and communicate with Food Service Director of any changes
3. Ability to effectively communicate with all three Camp programs (Leadership, Outpost, and Summer Camp), work independently and meet deadlines
4. Ability to effectively communicate and work with campers as related to age and skill levels, providing necessary coordination, instruction and appropriate supervision especially as it pertains to achieving camper development objectives and program risk management
5. Ability to effectively communicate and work with staff as related to skill levels, providing necessary coordination, instruction, and training especially as it pertains to program risk management
6. Ability to observe camper and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
7. Able and willing to accommodate and provide equitable experiences to diverse groups of people
8. Visual and auditory ability to identify and respond to environmental and other hazards
9. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
10. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
11. Able to carry 50 pound items of food, kitchen equipment and supplies around the Camp property and to and from vehicles as needed, especially for set up and break down of dining hall operations
12. Able to stand and facilitate dining hall operations for up to 10 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Maintain Manito-wish philosophies and high food service standards
2. Act as a part of the food service and kitchen team
3. Assist in creating a clean, safe, and accommodating food service experience for campers and staff

4. Utilize and practice industry standard operations and risk management according to Camp and ServSafe protocols over front of house operations, applicable kitchen areas, dish room area and equipment
5. Be present in throughout entirety of each meal when working
6. Supervise and mentor all Kitchen Assistants and food service support staff including:
 - Assignment of staff responsibilities and duties as per food service needs
 - Verification of staff work schedule and time-off schedule, based on food service needs and the schedule created by the Food Service Manager or Director of Operations
 - Offer consistent evaluation of staff verbally and in writing, including an intentional end of session evaluations
 - Supporting and filling in for kitchen operations and dish room operations
7. Take responsibility for, in conjunction with full time staff, seasonal admin and the kitchen management; the smooth and daily functioning of Camp as it relates to food service which includes:
 - Opening and closing of meal service operations in Nash
 - Ringing of meal bells
 - Supervise and support the set up and take down Nash for: Breakfast, Lunch and Dinner service utilizing groups assigned to waitering
 - Enforcing dining procedures, etiquette, set up and cleaning to participants and staff
 - Addressing staff and camper needs as they arise
 - Assessing and responding to last minute needs, for early or late cabin returns, clinic runs, and changes in schedules
 - Keeping the flow of the dinning hall smooth and relaxing
8. Support kitchen's understanding of programming and trip schedule across all three Camp programs
9. Procure, review and communicate accurate meal counts daily and weekly for each meal served from all involved parties and Program Directors, including dietary needs.
10. Special event and program food
11. Create and support a positive culture around our environmental stewardship strategic goal through effective management of food waste reduction, recycling and reuse of appropriate kitchen foods and materials
12. Coordinate and execute a thorough Dining and Waitering Orientation for staff, campers and participants
13. Maintain open lines of communication with the Food Service cook team, Trips Department, Health Center, Sectionals, Property team and other operational functions at Camp to fill role responsibilities
14. Deliver meal announcements as it pertains to the starting or ending meal time, food service needs, and clean up needs in and around dining areas
15. Be responsible for cleanliness, organization, and management of Dining Hall (Nash Lodge) and equipment
16. Submit maintenance requests for Nash Lodge equipment and area as needed
17. Monitor and supervise hygienic practices for all front of house food service including breakfast and salad bars, snacks and coffee cart activities
18. Supervise detail and other special details assigned to food service team
19. Complete detail (cleaning assignment) as assigned and assist in the stewardship of Camp, dining areas, dining hall bathrooms, kitchens (specifically Nash Lodge and the Manito-wish Leadership Center (MLC) and the Program Office (PO)); maintain a high standard of cleanliness in work areas, staff housing, and assist in detail and special projects around Camp
20. Actively participate in training and lead designated training sessions
21. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
22. Become familiar with the use and applications of all items in dining hall first aid kit
23. Be familiar with emergency procedures
24. Provide direction to campers during emergency procedures, in both drills and implementation in case of emergencies
25. Participate in evening activities, opening/closing day events, and special activities as assigned
26. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
27. Monitor and display active, sincere concern for campers and staff throughout the session including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities)
28. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
29. Be prepared to serve as one of Camp's drivers, as necessary



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30. Complete all pre- and post-session paperwork and in-session tracking including: Initial kitchen inventory, incidents and near miss reports, meal counts, and end of season inventory
31. Collect feedback from staff and campers throughout the sessions and relay to supervisor and appropriate parties
32. Submit a report at the end each session and the end of the summer season as instructed by supervisor
33. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
34. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
35. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
36. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
37. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
38. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
39. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
40. Perform other duties as assigned

TIME OFF:

1. Two 24-hour and one 12-hour period off per session
2. Schedules are made according to camper counts, trail schedules, and kitchen needs
3. All schedule requests are on a first come first served basis and switching shifts must be confirmed by supervisor
4. Any other time off at the discretion of the Director of Operations