



Job Title: Kitchen Manager

Reports To: Culinary Director

Wage Category: Hourly, Non exempt.

Supervises: Cooks Dishwashers, & Service Staff

Summary

Under the direction of the Culinary Director, the Sous Chef is responsible for assisting in advancing the mission of Pretty Lake through culinary services. Primary function is to advance the culinary operations in a manner that promotes healthy eating and advances food knowledge to our campers and clients, by supervising kitchen staff and operations for food service and consumption. Works closely with other staff to ensure that the kitchen is operated according to the culinary department's goals and according to Pretty Lake policies and procedures as well as local, state, and federal regulations or laws. Additionally, this position must ensure that we meet the American Camp Association standards.

Essential Functions

1. Manages kitchen staff and daily operations alongside the Culinary Director. Ensures a culture of fresh, healthy, and sustainable foods. Integrate scratch cookery into the Pretty Lake experience for campers, program participants, guests, and staff whenever possible.
2. Assists the Culinary Director to ensure that standards are met according to Pretty Lake's policies and procedures as well as local, state, and federal regulations and laws and the American Camp Association standards.
3. Assists the Culinary Director in assuring that available resources are used efficiently and sustainably.
4. Works with the Culinary Director and Hospitality Director to carry out menus for summer camp sessions, Adventure Centre clients/groups, and retreating guests. Has responsibility for producing and serving food for said groups. Works collaboratively with all Pretty Lake staff to complete all responsibilities.
5. Consults with the Culinary Director to formulate short-term tactics and develop long-term plans and strategies as required by the culinary department, and ensure alignment with overall organizational long-term goals for approval from the CEO.
6. Works alongside Culinary director to help develop and improve procedures and technologies to achieve higher levels of technical competence, greater cost efficiencies and increased effectiveness
7. With kitchen staff, maintains a clean and sanitary dining area and prepares the dining area for service.
8. Maintains proper and orderly organization of food products and kitchen wares.

9. Upholds, enforces, and follows all Standard Operating Procedures.
10. Assists the Chef in upkeep of kitchen equipment in collaboration with the Facilities team.
11. Occasional outdoor work related to the culinary program.
12. Required to work some nights, weekends, and early mornings as dictated by the needs of the culinary program.
13. Demonstrates good judgment; considers potential factors when making decisions.
14. Completes all job duties and functions in a hospitable and inclusive manner.
15. Completes other duties as required for the continued improvement of the culinary program and Pretty Lake as a whole.

Knowledge, Skills, Abilities & Standards of Performance

1. Demonstrates excellent supervisory skills and is a hands-on leader. Ability to work with minimal supervision and provide self-direction.
2. Ability to work cooperatively and communicate with co-workers, volunteers, vendors, and clientele of diverse backgrounds and ages, providing assistance, information and support in a friendly, courteous, and respectful manner. Demonstrates consistently good oral, written, and listening communication skills.
3. Solid word processing, spreadsheet, and other computer skills deemed appropriate for daily operations.
4. Performs work in a logical, orderly and skillful manner and has ability to stay calm and perform to a high standard under stressful mental and physical situations.
5. Ability to work cooperatively with vendors, including strong negotiation skills.

Physical, Mental, & Sensory Dimension

1. Physical mobility: standing, walking, bending and lifting and carrying up to 50 pounds. Manual dexterity to skillfully use necessary facility and office management equipment.
2. Must possess a valid Michigan driver's license, be able to provide own transportation when required, and has a driving record that allows for the driving of camp vehicles (based on insurance guidelines).
3. Mental effort: reading, writing, calculating, analyzing, planning.
4. Sensory requirements: ability to read information in handwritten or printed form, on video terminals, etc.; ability to communicate with stakeholders, donors, co-workers, and vendors in person and over the telephone.

Required Qualifications/Job Specifications

1. 18 years of age or older.
2. ServSafe Manager and Allergen certification
3. Valid driver's license.
4. Relevant experience.
5. Strong communication skills. Must be able to exchange accurate information in a fast-paced work environment and in other situations as needed.
6. Understanding of basic mathematical concepts (addition, subtraction, multiplication, and division), the application of these concepts, and their use in a culinary setting.
7. Ability to lead by example; ability to work independently and without direct supervision.

8. Experience working with diverse constituents and historically marginalized populations.
9. Ability and willingness to remain adaptable to changing conditions.
10. Frequently moves food items weighing up to 50 pounds and transfers to appropriate storage locations.
11. Must be able to remain in a stationary position up to 75% of the time.
12. Must be able to move about the kitchen, Dining Hall, and between the Main Office and Dining Hall consistently and across Pretty Lake grounds occasionally.
13. Regularly prepares food for consumption and/or operates a computer and other office equipment.
14. Generally effective technological skills.
15. Must be able to distinguish between sweet and savory flavors generally and discern between sweet, salty, bitter, sour, and umami flavors specifically.
16. Must be able to detect and distinguish between a variety of food textures.
17. Able to make informed and thoughtful judgements consistently.
18. Must have a thorough understanding of potential dietary accommodation requests, such as vegan, vegetarian, and allergen free diets.

How to Apply

Email completed application to **Jai Smith** at Jai@prettylakecamp.org and Paul Vugteveen at Paul@prettylakecamp.org or mail to Pretty Lake Camp, 9123 Q Ave, Mattawan, MI 49071.