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Food Service Manager Summer Position

Overview

The Food Service Manager for Surf Camp, Inc. must be a multi-talented individual with a strong desire to direct the overall food service operation of Surf Camp, Inc., including purchasing, preparation, customer service, sanitation, personnel management, and record keeping. Applicant must provide nutritious, well-prepared meals and snacks for all campers, staff and guests. Applicant should have a passion for conservation and enjoy working with teens.

Skills & Qualifications

Minimum Qualifications

- ❖ At least 21 years of age
- ❖ Experience in an institutional or large food service setting
- ❖ Knowledge and experience in food service management: ordering, inventory, budgeting, food preparation, family-style and buffet serving, cleaning, and institutional kitchen equipment
- ❖ Knowledge of and experience in preparation of special dietary foods
- ❖ Ability to work within a budget and purchase supplies efficiently
- ❖ Supervisory experience
- ❖ Current certifications: ServSafe, CPR, and First Aid
- ❖ Willing to work long hours while maintaining energy and stamina
- ❖ Strong communication, decision making, logistical, and organizational skills
- ❖ Enjoy working with campers and staff in residential camp setting
- ❖ No conflicting summer commitments including travel, work, or other leave of absence
- ❖ Able to pass a government background check
- ❖ Cell phone

Desired Skills

- ❖ Associate's or Bachelor's in Culinary Arts
- ❖ Bilingual – English and Spanish

Principal Responsibilities

During the summer months, we operate overnight marine biology and surf camps for teenagers, varying in length from 6 days up to 2 weeks. Additional staff members will assist you in the preparation and serving of all camp meals and snacks.

Individual must maintain a strong skill set in the following areas: leadership, kitchen sanitation, food preparation, punctuality, inventory management, as well as have a solid attention to detail. These skills are crucial in order for you to provide the best possible experience for each camper. Programs do require work on weekends and holidays, though there is some time off between camps to recharge and enjoy our amazing beachfront facility.

Surf Camp, Inc. staff responsibilities are listed below but may not be limited to this list.

- ❖ Manage the day-to-day operations of the camp's food service
 - Oversee planning and preparation of nutritional meals, snacks and pack-out foods
 - Ensure preparation and serving of meals in a safe, efficient and timely manner
 - Prepare and cook food as the menu indicates: utilizing boiling, broiling, steaming or roasting of meat, poultry, vegetables, salads, soups and gravies
 - Prepare food: including, washing, peeling and chopping
 - Bake breads, muffins, and dessert items
 - Ability to maintain proper food temperatures and assess condition of food
 - Set up food, supplies and utensils for dining hall distribution
- ❖ Inventory management and ordering of food, equipment and supplies
 - Effectively manage inventory of food supply and kitchen equipment
 - Inspect equipment regularly and report any needed repairs in a timely manner

- Arrange for the routine maintenance, sanitation and upkeep of the camp kitchen, its equipment, and facilities
- Order food and kitchen supplies consistent with menus and enrollment counts
- Maintain high standards of cleanliness, sanitation, and safety
- Wash all utensils, pots and pans, prep and dining hall dishes
- Reduce waste, reuse items and recycle as much as possible
- Adhere to all established health code regulations
- ❖ Supervise all employees working in the kitchen
 - Monitor employee performance and training
 - Plan, coordinate, schedule and supervise the work of other kitchen staff
- ❖ Work as a member of the camp staff team
 - Maintain effective communication with administrative camp staff
 - Assist in implementation of staff orientation and attend training sessions as required
 - Follow camp schedule and remain flexible to any changes that may arise
- ❖ Get to know campers and make them feel welcome, included, and accepted
- ❖ Follow proper Accident Protocol when necessary
- ❖ Be knowledgeable about Surf Camp, Inc. as a company
- ❖ Assist daily setup and breakdown responsibilities
- ❖ Serve as a positive role model for youth

Physical Requirements

- ❖ While performing the duties of this job, the employee is regularly required to talk or hear.
- ❖ Constant standing with some walking, be able to work in a standing position for long periods of time (up to 8 hours).
- ❖ Be able to reach, bend, stoop and frequently lift/move up to 35 pounds and occasionally 50 pounds.
- ❖ Varying schedule to include evenings, holidays and extended hours as business dictates.
- ❖ The noise level in the work environment is usually moderate to loud.
- ❖ Specific vision abilities required by this job include close vision and distance vision.
- ❖ While performing the essential functions of this job, the employee is usually indoors, in a controlled environment, and experiences a moderate noise level in the work environment.

Compensation

Compensation is competitive and is based on experience. In addition, the compensation package will include accommodations and meals during the summer program. Based on the completion and success of the job duties, an end of season bonus will be available. On-site training on our specific expectations, policies, and procedures will be provided.

Position Duration

Programs run from early June – early August on Topsail Island, NC. Candidates would need to attend mandatory staff training in the beginning of June.

Contact

To learn more about positions with Surf Camp, Inc., please contact Liz at coordinator@seaturtlecamp.com.