



## **Director of Food Services**

### **I. Qualifications**

- a) Strong commitment and loyalty to the mission of MCRC as stated in the MCRC bi-laws..
- b) A respect for diverse backgrounds (spiritual beliefs, gender identity, etc.).
- c) Educational requirements – Required: High School Diploma or equivalent and Serv Safe Certification.  
*(Experience in large scale food service preferred, courses in nutrition a plus).*
- d) Knowledge of a professional kitchen
- e) Familiar with correct and safe handling methods.
- f) Experience in:
  - (i) Menu planning
  - (ii) Using Office Suite and Google Workspace programs.
  - (iii) Outdoor ministry and camp programs.
  - (iv) Communication, publicity, and public relations.
  - (v) Leadership skills; proven ability to work with committees and groups.
  - (vi) Working independently and collaboratively with guests, volunteer leaders, and staff – variety of ages, groups, needs, and personalities.

- g) Appropriately maintaining menus, recipes, and paperwork (considered property of Merom Camp & Retreat Center), keeping them on-site.

## II. Responsibilities

- a) Plan menus for groups and programming.
- b) Prepare menus for groups, meeting nutrition, allergy alternatives, and taste preferences of guests.
- c) Meet with kitchen staff to plan menus and set schedules seasonally.
- d) Oversee and set procedures to meet the Indiana State Board of Health requirements.
- e) Update food preparations, cost-analysis guidelines (recipes, cook to guest rations, shift tasks).
- f) Clean and maintain:
  - (i) Kitchen
  - (ii) Storage Areas
  - (iii) Dining (Holt) Hall
  - (iv) Bathrooms
  - (v) Holt Hall laundry room
- g) Take care of laundry for the kitchen
- h) Maintain inventory:
  - (i) Order food, supplies, and equipment.
  - (ii) Stock deliveries..
- i) Train new cooks to make transitions smooth and complete
- j) Shift supervisor as needed.
- k) Report repair needs

- (i) Buildings and Grounds personnel for owned/leased items.

## II. Compensation

- A. Commensurate with experience. Determined by the Finance & Budget Committee of the MCRC Board of Director.

## III. Time Commitment

- A. Full-time from May-October
- B. 25 hours per week from November-April
- C. Full benefits

## IV. Status

- A. Exempt

## V. Proposed by

- A. MCRC Board of Directors, 2022