

# Camp Ondessonk Food Services Job Description

## **IDENTIFYING INFORMATION:**

Title: Food Services Director, Camp Ondessonk, Ozark, IL

Status: Full-time, permanent, exempt.

Department: Outdoor Ministry, Diocese of Belleville, IL

Reports to: Camping Services Director

Direct Reports: Hourly Kitchen Staff, Summer Kitchen Staff, Summer Dining Hall Manager, Contracted Garden Partners

Compensation: \$38,000-\$44,000 per year, benefits package, and some meals (additional compensation negotiable)

Camp Ondessonk has proudly served summer campers since 1959 and outdoor education students since 1988. Ondessonk's 983 acres are adjacent to thousands more acres of the Shawnee National Forest. Our summer camp programs provide experiences that encourage young people to have fun, grow spiritually, make friends, gain self-confidence and self-esteem, and develop values. Camp Ondessonk offers programs to many different groups throughout the year. During the fall, winter, and spring we offer outdoor education programs to school and youth groups, team building, high and low challenge courses, conference and retreat facilities, and a variety of specialty weekends, volunteer work weekends, and open houses. Camp Ondessonk is owned and operated by the Catholic Diocese of Belleville, IL, and people of all faiths are welcome to enjoy Camp Ondessonk.

**Our Mission and Vision:** The Mission of Camp Ondessonk is to provide exceptional outdoor and spiritual adventures empowering kids of all ages. Our Vision, inspired by our Catholic tradition and commitment to the growth of people and faith, is to operate a world-class camp in a spectacular natural environment, inspire leadership, self-confidence, and lifelong learning, and promote stewardship and appreciation of God's gifts.

## **PRIMARY RESPONSIBILITIES:**

The Food Service Director (FSD) is responsible for setting a tone of excellence in all camp food service efforts. The FSD will assure that high-quality, nutritious, and appropriately plentiful meals are served to the campers and visitors using Ondessonk's food services. Of particular importance is the role the FSD has in assuring positive morale within and among the individuals assigned to work in the kitchen and dining hall. The hours of this position vary based on the time of year and can range from 40-70 hours per week depending on group needs. Major responsibilities and activities include, but may not be limited to:

- Overall supervision of the organization's food services, including meals for summer campers and staff as well as meals for school-year guests of all ages and dietary restrictions receiving Ondessonk provided meals.
- To ensure that food services are being conducted in accordance with all applicable food preparation, handling, and serving regulations. The position also requires adherence to American Camp Association standards and requirements.
- To coordinate the training and overall supervision of kitchen and dining hall staff and volunteers. Activities associated with this competency include staff recognition, day-to-day coaching, and staff assessment.
- Ensuring that Camp Ondessonk's kitchens, all food storage areas, and main dining hall are kept in a clean and sanitary condition.
- Deliberate, well-planned development and improvement of Ondessonk's foodservice efforts and menus.
- Providing courteous and otherwise excellent service to campers and guests
- Controlling access to Ondessonk's main kitchen and dining hall.
- To gain professional growth by establishing and maintaining strong ties to other foodservice professionals and through participation in training and development opportunities related to the field of food service. When pre-approved, such training and development opportunities will be financed by the agency.

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- Effective supervision and oversight of the organization's budget lines associated with food service management, while still providing the highest quality foods possible.
- Assuring that food product to be served are ordered and delivered in a timely and cost-effective manner. This position requires careful planning to assure that the appropriate products are on-site when needed.
- Cost-effective acquisition of cleaning chemicals, kitchen equipment, serving equipment, and dining hall supplies. Support in this area will be provided by the Camping Services Director and Camp Ranger.
- Proper recording and reporting of milk consumption in accordance with Ondessonk's participation in the Illinois milk reimbursement program.
- Inventory control and loss management for all products purchased for Ondessonk's food and dining hall services.
- Active participation in the agency's waste reduction efforts, including container recycling and the composting of food waste.
- Assist with summer staff hiring process, in particular kitchen and dining hall staff.
- Cooking meals for staff, campers, volunteers, and guests as needed based on schedule and requirements of other staff.
- Manage on-site garden creation, maintenance, and harvesting.
- Work with local farmers and businesses to promote locally sourced food when cost-effective.
- Performing other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS:**

### **Required:**

- Bachelor's degree or five years relevant experience
- Food Service Manager Certification
- Minimum twenty-five (25) years of age
- Valid state driver's license
- First Aid/ CPR/ AED Certification prior to start date
- No less than 1 year of strong, documented experience managing food services, and organized camping
- Positive attitude, professional demeanor, open mind, and a good heart
- Solid work ethic, sense of professional ownership, and strong organizational skills
- Flexibility, adaptability, and desire to foster a sense of community with the staff
- Strong communication, servant leadership, and customer service skills
- Budget management experience

### **Preferred:**

- Bachelor's degree in hospitality, business, culinary services, or related field
- Experience maintaining cleanliness standards, cooking for groups of 500+, and inventory reporting
- Professional memberships in AEE, ACA, WEA, etc.

**Benefits:** Health insurance, dental/vision, and retirement package. Meals are provided when groups are on-site. Employment qualifies for numerous pro-deals on outdoor gear. Employees have access to Camp's 983 acres and adjacent Shawnee National Forest with many opportunities for hiking, backpacking, rock climbing, canoeing, among others. Full or partial compensation for conference attendance, certifications, and professional memberships.

**TO APPLY PLEASE EMAIL YOUR RESUME, COVER LETTER, and 3 REFERENCES TO NOLAN at [nolan.hurst@ondessonk.com](mailto:nolan.hurst@ondessonk.com)**