

JAMESON CAMP

Food Services and Kitchen Manager
Job Description

Type: Full-time, year-round

Salary: \$40,000 - \$48,000/ year

Supervisor: Executive Director

Application Deadline: Position will remain open until filled

About Jameson Camp

Jameson Camp is an ACA-accredited year-round 501c3 nonprofit camp and retreat center on a 132-acre site on the outskirts of Indianapolis. Our mission is to empower youth by removing barriers to healthy and vibrant experiences in nature. Jameson Camp, continuing a 96-year tradition of providing children with a safe, welcoming, and accepting space to flourish, offers overnight summer camps, specialty camps for military dependents and LGBTQ+ youth, and year-round environmental education. The Jameson campus is also a venue for meetings, events, retreats, and overnight group accommodations throughout the year.

Job Description

The **Food Services and Kitchen Manager** (FSKM) reports to the Executive Director and joins a vibrant team dedicated to the organization's mission. The FSKM is responsible for creating and maintaining a high-quality professional year-round food service program for our camp and other guest groups. They will collaborate with other members of the leadership team to promote a culture of excellence in customer service and hospitality. In this role, they will coordinate with guests, vendors, and staff in all aspects of hosting and food operations. The expectation for the position is a flexible schedule to be present when guests are on-site (including weekends and evenings).

Job Responsibilities:

- Full kitchen and food service management, including menu, ordering, inventory control, sanitation, budgeting, and food preparation.
- Comply with all state and local regulations as well as American Camp Association and grant/partnership agreements.
- Manage part-time and seasonal food service staff and oversee utilization of kitchen facilities by third parties.
- Efficiently manage safe ordering and storage of all food inventory.
- Build out and maintain year-round food service and dining operations.
- Interact with hospitality partners and third-party contractors.
- Order supplies as needed for operations.
- Other duties as assigned.

You will be successful in this role if you have:

- The skills to provide delicious and healthful meals to campers and adult groups.
- Ability to connect with a diverse constituency and demonstrate extraordinary skills in customer service.
- Knowledge about dietary restrictions and preferences.
- A "can do" attitude and team skills.
- Experience in hospitality and guest services.
- Experience managing staff and leading a team.
- Strong verbal and written communication skills.
- Problem-solving abilities.
- Ability to manage multiple projects with high attention to detail.

Qualifications:

- Culinary training from an accredited school preferred.
- College degree preferred, but credit will be given for other pertinent experience.
- Four years of food service management and accomplishment.
- ServSafe Manager (or equivalent) certification required.
- Weekend and evening availability.
- Reliable transportation.

Compensation and Benefits:

- \$40,000-\$48,000/year (Bi-weekly)
- Medical insurance is provided.
- Dental and vision coverage optional
- Group life insurance
- 403b retirement plan with match
- Generous PTO

How to Apply:

Please submit a cover letter and resume to david@jamesoncamp.org. Position will remain open until filled. Jameson Camp is committed to diversity, equity, and inclusion and is an equal opportunity employer.