

Shiloh Bible Conference Food Service Manager Job Description

Shiloh Bible Conference is known for quality food and for creating a welcoming atmosphere in both the kitchen and dining hall. Our expectation is that you have a heart after God, a love for campers, and a passion for seeing campers impacted for Jesus Christ. You will be responsible for inventory, food orders, menu development, training staff in the art of cooking well, and leading them through an example of a Godly lifestyle.

In addition to the overall leadership provided to the kitchen team, the Food Service Manager supports and serves with the SBC staff in its day to day operations. This includes, but is not limited to, serving with the kitchen, facilities, office, and program staff as needed. The Food Service Manager is expected to lead by example and fill needs as they arise at camp.

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership

- Participate with the Executive Director in developing a strategic plan to grow the Shiloh ministry and ensure that the kitchen facilities are maintained accordingly.
- Foster effective teamwork between the Shiloh team, Board members, and its volunteers.
- Spiritual oversight and direction for the kitchen volunteers.
- Represent the organization at community activities to enhance the organization's community profile
- Attend board, committee and staff meetings as needed
- Assist in maintaining sound financial objectives with the Executive Director
- Develop annual operating budget with the Executive Director

Organizational Responsibilities

- Serve as the main contact during all hours for kitchen concerns and questions.
- Maintain a well-organized and well-prepared kitchen facility for all guest activities
- Manage scheduling, needed supplies and ordering supplies
- Communicate effectively with vendors
- Prepare appealing on-time nutritious meals for all camps/retreats, including appropriate food allergy meals
- Coordinate food prep, display and kitchen clean up
- Recruit volunteers and create schedules for all kitchen staff
- Coordinate kitchen responsibilities with the Timothy Coordinator
- Assist with all camps/retreats at Shiloh Bible Conference
- Maintain a clean and efficient kitchen and dining hall by meeting all health department standards

General Expectations

- Communicate effectively both orally and in writing with guests and staff
- Serve guests and staff with a servant-heart
- Exhibit leadership qualities such as conflict resolution, motivation, engagement and elevating the abilities of others

- Recognize and act on the needs of others
- Be able to articulate the mission and values of SBC to guests and staff
- Be flexible and respond with grace when unforeseen situations require your assistance
- Demonstrate a desire to grow spiritually and professionally
- Attend SBC chapel, staff events and meetings as required
- Ability to lead by example
- Assist in other areas as needed

Qualifications

- Food and hospitality background preferred.
- Ability to supervise, train and develop staff
- Ability to prioritize and work on multiple objectives
- Ability to take charge of tasks and work independently
- Ability to work well with others both staff, guests and volunteers
- Good interpersonal skills and communication skills
- Flexibility work irregular and extended hours as required
- Possess basic computer skills
- Working knowledge of industrial kitchen equipment.
- Must have a Food Safety Certificate (willing to obtain education to become certified.)

These are ideal qualifications; however, SBC will consider individuals who have a strong work ethic and desire to grow in these areas.

Personal characteristics

- Passion for camp ministry and people with a sincere desire to see the camp ministry used for God's glory
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him
- Desires to serve Jesus Christ as part of a team, serving humbly in love as a leader
- Is able to work with campers, volunteers and staff in a cooperative, supervisory and encouraging manner
- Is eager to learn and shows a consistent walk with God. Is willing to forego some personal rights (i.e., work odd hours and weekends) for the ministry
- Is moral and ethical in all personal and business-related matters.
- By nature is a self-starter and must have discipline in management of time
- Observant and attention to details person
- Should be neat and clean in practice and appearance
- Is in agreement without reservation with Shiloh Bible Conferences policies and statement of faith.