**Lake Geneva Ministries**

**Job Title:** Food Services Manager - CPC

**Organization:** Lake Geneva Foundation (LGF)

**Reports to:** Food Service Director

**Position Summary:**

Responsible for providing food service management in the Conference Point Center (CPC) kitchen to guests and employees under sanitary conditions as directed and in accordance with established policies and procedures.

**Position Responsibilities**

**Essential Responsibilities:**

* Supervises CPC food service staff daily
* Orders food service items on a weekly basis
* Attends planning meetings weekly
* Participates in staff meetings, team devotional
* Consistently lives out their faith in Jesus Christ
* Mentors staff in their spiritual walk with Christ
* Complete weekly staff schedules
* Identifies needed product to order for the dining room
* Completes or supervises:
  + setup of equipment for meal service in the dining room
  + delivery of snacks throughout campus
  + service of special dietary needs during meal service
  + service of food-related events on campus
  + setup, preparation and removal of the salad bar
  + dining room cleaning and needs between groups
  + dining room setup for each guest group
* Implements a cleaning schedule for the dining room services before and after meals
* Participates in meal production on a weekly basis
* Completes a checklist before and after service of meals
* Completes other duties and tasks as assigned by the Food Service Director

**Work Environment:**

* This job operates in a Camp/Conference center setting, serving guests of all ages
* This role routinely comes into contact with guests, caring for whatever dining and service item is needed
* While performing the duties of this job, the employee is regularly required to talk and hear
* **This position is very active and requires day-long standing, regular walking, bending, and stooping**
* **The employee must be able to regularly lift or move items weighing in excess of 50 pounds**

**Other Duties: Team** player both in and out of the foodservice department helping in other areas around campus or at Lake Geneva Youth Camp (LGYC) as needed.

**Essential skills and additional requirements:**

* Faith - Accepted Christ as personal Savior through Grace alone
* Customer Orientation - Customer/Guest Focus
* Leadership – Leadership, Problem Solving, Time Management
* Team - Teamwork Orientation

**Required Education and Experience:** High school diploma or equivalent

**Reporting to this position:** CPC part-time and full-time food service staff, Seasonal part time staff