

## **JOB DESCRIPTION: FOOD SERVICE DIRECTOR**

### **QUALIFICATIONS:**

1. Previous experience relating to quantity food production, namely, strong familiarity with the culinary arts and the logistics of carrying out a foodservice operation.
2. Training and proven experience ensuring that state and county food safety standards and laws are in compliance.
3. Ability and experience effectively supervising food service staff
4. Ability to work with the Central Ohio Diabetes Association Nutrition Coordinator and Camp Hamwi Head Dietitians.

### **RESPONSIBLE TO:**

1. Central Ohio Diabetes Association (CODA) Nutrition Coordinator
2. Camp Director

### **SPECIFIC RESPONSIBILITIES:**

1. Ensure that proper health and safety standards are maintained in the preparation, service, and storage of all food items.
2. With agency Nutrition Coordinator, coordinate kitchen staff orientation for Camp Hamwi.
3. Together with the Assistant Food Service Director assist and direct dietetic students in preparation and service of meals and snacks according to menus, recipes, and camp schedule provided by agency Diabetes Nutrition Educator/Registered Dietitian.
4. Supervise and coordinate kitchen staff duties.
5. Meet with Nutrition Coordinator before the beginning of camp to plan camp dietary program in relation to specific food service needs.
6. Periodically, during camp, communicate with the Nutrition Coordinator regarding orders, inventory and returns.
7. Revise menu as needed during camp, and coordinate food or special events in coordination with Camp Hamwi Head Dietitian.
8. Submit food waste and usage report; food receipts for duration of camp within 2 weeks of the last day of camp.
9. Submit copies of all orders received and all returned items immediately after the transactions.
10. At the completion of camp, provide the Nutrition Coordinator with a written report summarizing each dietary staff member's contributions during camp.