

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-155 **Issue Date:** 05-10-18 **Closing Date:** 05-16-18

Food Service Manager
Camp Chaparral/Tiináwit
Department of Human Services
Hourly Wage: \$12.58/Temporary/Full-Time

Incumbent is responsible for overall operation, organization, implementation, and evaluation of Camp food services. Purchases food and kitchen supplies. Supervises meal preparation in accordance with the 2-week camp cycle menu for campers and staff. Ensures compliance of applicable food safety policies and regulations. Oversee and ensures a safe environment for campers and staff in both the kitchen and dining areas. Ensures all kitchen equipment, tools, and utensils are in good working order. Works closely with the program bookkeeper on food service expenditure to ensure they do not exceed budget. Recommends hires, supervises, and evaluates work performance of kitchen staff. Ensures compliance with the USDA Summer Food Program regulations and guidelines. Prepares and maintains documents for compliance which are regularly monitored by the Tribal Nutrition Program and/or reviewed by the State.

Knowledge, Skills and Abilities:

- Knowledge of and work experience in an isolated Camp environment.
- Knowledge of USDA Summer Food Program requirements.
- Knowledge of institutional menu planning.
- Knowledge of food purchasing, preparation, storage, handling, and serving.
- Knowledge of food and kitchen safety.
- Skill and ability to communicate effectively orally and in written form.
- Skill in preparation of large quantities of food items and all aspects of food service.
- Ability to process mathematical calculations.
- Ability to plan, organizes, implement, and evaluate food service and performance of staff.
- Ability to prepare nutritious, high quality, and tasteful meals timely.
- Ability to adjust meal count according to the daily census.
- Ability to maintain USDA Summer Food Program requirements and guidelines.
- Ability to complete required reports on schedule.
- Ability to understand and follow complex oral and written instructions.
- Ability to interview and recommend selection.
- Ability to train, direct, and supervise kitchen staff.
- Ability to establish effective communications with kitchen staff, children, other staff, and public.
- Ability to be team player.
- Ability to understand and maintain a given budget.
- Ability to be flexible in quickly changing situations.
- Ability to work under stress.
- Ability to make decision quickly and appropriately.

General Recruiting Indicators:

- Must have documented work experience that demonstrates ability to perform duties and responsibilities for this position. Prefer 3 years work experience in institutional food service as a Cook, Chef or Food Service Manager. 2 years of supervisory experience is also required. Preferred experience with Washington State USDA Child Nutrition Program, School Lunch, or Summer Food Program.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a criminal back ground check.
- Must have current First Aid/CPR card or be able to obtain one prior to Camp starting.
- Must have current food handler's card or able to obtain one prior to Camp starting.
- Must be mature, stable, and prudent in behavior, judgment, and decisions.
- Must be drug, alcohol, and tobacco free.
- Must be physically capable of doing manual labor.
- Must not have a history of child abuse or neglect.
- Work will require periods of sitting, walking, standing, bending, kneeling, and squatting, twisting, turning, reaching, pulling, pushing, lifting, and carrying up to 100 pounds.
- Work requires extensive travel to and from camp as well as any field trips. Employee will be required to stay at camp during the week.
- Yakama enrolled preference.