

STAFF JOB PROFILE

<b>JOB TITLE:      Food Service Manager-Atikokan</b>
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**JOB SUMMARY:**

- Responsible for the management, supervision and operation of the dining hall at the Atikokan Base, ensuring efficient service of quality meals to participants and staff.
- Maintain Dining Hall facilities in accordance with all BSA and Provincial standards.
- Conduct inventory and order food in cooperation with the Base Director.
- Train, supervise and provide continuing education to food service staff.

**PRINCIPAL RESPONSIBILITIES:**

1. Work with the Food Service Staff to ensure healthy meals that are served hot, on time and in adequate quantities for participants, visitors and staff of the Northern Tier.
2. Supervise Food Service Staff to: maintain the Dining Hall facility including sweeping and mopping the dining hall; cleaning dining hall toilet facilities; making sure tables and chairs are clean; ensuring storage areas are clean and orderly. This may involve supervising staff assigned to "daily duties".
3. Order food through food service vendor to ensure sufficient food on hand at all times.
4. Responsible for beverage bar, hot table, salad bar, napkins and condiment dispensers and other dining hall supplies as necessary.
5. Trains food service personnel in procedures and skills they need to correctly and efficiently perform their duties, particularly Serve Safe food handling procedures.
6. Schedule work periods and days off for staff so that the needs of the arriving and departing crews are met and so that all staff members work an appropriate number of hours and receive sufficient days off.
7. Behave in a customer-friendly manner at all times and cooperate with management, participants, visitors and other staff members to meet their food service needs.
8. Ensure the maintenance of hot and cold charts on Dining Hall dishwasher and refrigeration units.
9. Exercise caution with the resources of the Northern Tier program such as limiting food wastage.
10. Responsible for security of kitchen and other food storage areas.
11. Perform other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments and other projects as needed.

**QUALIFICATIONS:**

1. Successfully complete Northern Tier Staff training.
2. Possess experience with food-service operation, equipment, menus and health requirements.
3. Accuracy in inventory duties.
4. Able to work safely and efficiently with normal institutional cooking equipment such as mixers, convection ovens, slicing machines, grills, etc.
5. Successfully complete the Ontario Serve Safe Training and receive a valid certificate.
6. Ability to work with management with minimal supervision.
7. Ability to cook varying menus for large groups.
8. Ability to supervise others.
9. Dependability and punctuality.
10. Have high standards of cleanliness, both personal and with supervised staff.
11. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
12. Must have current Passport and be able to obtain a Canadian work permit (US citizens only).
13. Complete and submit a BSA Health and Medical Record.

**POSITION REPORTS TO: ATIKOKAN BASE DIRECTOR**


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 Signature

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 Print name

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 Date