



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director of Food Service, Laity Lodge Camping Programs
<b>DEPARTMENT:</b>	Laity Lodge Camping Programs
<b>REPORTS TO:</b>	Executive Director of Laity Lodge Camping Programs
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Exempt</b>

**POSITION SUMMARY:** The Director of Food Service, Laity Lodge Camping Programs will oversee the LLYC and LLFC food service operations staff in daily responsibilities. The Director will connect with the programmatic vision to create an experience of excellent hospitality that is seamless across a retreat or camp session. Food services are only one aspect of this experience of hospitality, and this role will be critical to realizing this vision.

**PROGRAM MISSION:** Laity Lodge Family Camp (LLFC) is an interdenominational Christian family camp designed to strengthen relationships within the family system by providing a relaxed, fun-filled opportunity for families to be together in an atmosphere dedicated to Christ. Laity Lodge Youth Camp (LLYC) offers campers a blend of high-energy recreation, wild adventures, peaceful renewal, and meaningful community. Campers are always encouraged to be themselves, develop deep friendships with their peers and counselors, explore faith in Christ, and encounter God. LLFC and LLYC are part of the ministries that is an expression of the Butt family's commitment, vision, and generosity. LLFC and LLYC exist to make a difference in the world through refreshed and renewed people.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**

- Lead recruiting efforts for seasonal food service operations and support hiring process for full-time food service staff
- Assist in recruiting and onboarding Executive Chefs as turnover occurs
- Establish a Food Service Department posture of service and hospitality excellence that anticipates guest needs and responds with professionalism
- Build a culture within the Food Service Department so that staff feel cared for
- Create and evaluate all food service operations with quality assessments
- Identify and create new tools and systems to support Food Service operations
- Standardize, maintain, and train on the use of tools and systems necessary for Camp Managers and Food Service Managers to measure and manage their food costs as well as ensure a quality guest experience
- Design and conduct food service training for incoming leadership and Executive Chefs that are operationally specific

- Establish and publish appropriate food cost targets
  - Develop and maintain a method to index this target based on market conditions
  - Publish regular reports that summarize the food costs at camp centers
- Create and maintain a dynamic equipment catalog of standard kitchen equipment
- Design, document, and evaluate standards of operation, equipment, and procedures in food service
- Conduct an annual assessment of all Canyon kitchens, excluding Laity Lodge, to ensure appropriate inventory and supplies for LL Camping Programs and Foundation Camp groups
- Maintain the department's food service manual as a comprehensive and actionable tool for food service operations
- Collaborate with executive leadership and influence kitchen design updates or new builds
- Evaluate and make recommendations on requests for capital expenditures in food service
  - Review capital equipment purchases related to food service
- Engage with others in the food service industry when needed
- Solicit feedback on food service operations from key stakeholders; evaluate suggestions and make appropriate recommendations
- Write kitchen schedules and meet appropriate labor goals
- Oversee planning of menus and cost, purchasing, inventory control, kitchen facility, and equipment upkeep
- Oversee the day-to-day operations and ordering for the Outpost, Sugar Shack, and Cantina
- Modify recipes or menus to meet guest needs and requests (e.g., attention to nutritional, food allergy and specific dietary needs and requirements)

**QUALIFICATIONS:**

- Four or more years of experience in retail or institutional food service at the management level
- Food service systems design experience and architectural and commercial kitchen design experience a plus
- Bachelor's degree
- Ability to obtain a ServSafe Certification within 6 months

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Ability to lead a team
- Strong organizational skills
- Excellent time management
- Analytical skills
- Strong verbal and written communication abilities
- Exceptional customer service
- Demonstrates proficiency in work

**PHYSICAL REQUIREMENTS:**

- Ability to perform physical work for 8+ hours at a time, with appropriate breaks
- Employee must be able to lift and move items up to 25 pounds, repeatedly
  - May routinely lift up-to 40 pounds

**WORK ENVIRONMENT:**

- Functions primarily indoors in a commercial kitchen environment
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles

- Ability to work varying schedules based on camping program needs, including some weekends
- Ability to work outside on uneven terrain and in varying weather and environmental conditions

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE