

# Assistant Food Services Director



**Department:** Food Services

**Reports to:** Food Services Director

**FLSA Status:** Exempt

**Date:** 4/8/25

## POSITION SUMMARY:

This is a full-time position that will play a crucial role in ensuring the smooth operation of our dining facilities in the absence of the Food service director. Under the direction of the Food Services Director, the Assistant Food Services Director will help plan, direct, and supervise the camp's food service and will be responsible for meeting guidelines of quality and safety. This position offers an exciting opportunity to make a positive impact on the Anokijig community while gaining valuable experience in dining services management.

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Leadership**
  - Assist and support the Food Service Director with daily operations.
  - Assist in the preparation of meals.
  - Supervise food service personnel, dish washing, and the dining hall as necessary.
  - Understand and have a working knowledge of how to use all equipment within all kitchens properly and provide training to food service staff on all equipment.
  - Oversee daily tasks are completed by the food service workers.
  - Maintain a sanitary work environment and conform to all local codes and policies regarding proper storage, handling and serving of food.
  - Assist in the planning of menus (general healthy menu and specialty menus for those with food allergies and gluten-free requirements).
  - Assist in the management of inventory and ordering of food and supplies to maintain adequate stock levels and minimize waste.
  - Perform other duties as assigned.
  - This role includes physical demands such as lifting, bending, pushing, kneeling, walking, and standing for extended periods of time.
  - Be able to stand and be on your feet for much of the scheduled shift.
- **Maintenance**
  - Participate in clean up maintenance projects as needed.
- **Team Participation**
  - Participate as requested in activities, events, fundraising, etc.
  - Work to develop a positive image in all the communities we serve.  
Carry the camp flag and tell the story to bring more people, businesses, supporters, alumni, and children to Anokijig.
  - Participate as requested in the overall planning and management of Anokijig.

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass caregiver level background checks and for cause drug screening as required.

## Assistant Food Services Director



### EDUCATION/CERTIFICATION/LICENSURE:

- High school education or equivalent. Associate's degree preferred.
- Management Level Food Safety Certification or ability to complete certification.

### EXPERIENCE REQUIRED:

- Previous supervisory experience is preferred.
- 1-3 years Prior institutional food service or restaurant experience is preferred.

### KNOWLEDGE AND SKILLS REQUIRED:

- Working knowledge of dietary guidelines and kitchen equipment and procedures.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Knowledge of conversational Spanish language a plus!

### PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate kitchen equipment and utensils. The physical activities of the position include talking, reaching, standing (for long periods of time), grasping, light lifting, bending, squatting, and other repetitive motions.

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

### EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Employee printed name

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Employee signature

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Date