

## FIVER CHILDREN'S FOUNDATION

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**Organization:** Fiver Children's Foundation- Camp Fiver

**Location:** Poolville, NY

**Position:** Kitchen Manager

**Reports to:** Kitchen Director

**Dates of Employment:** Mid-June to End of August 2024 (Start/end dates to be discussed with Kitchen Director/Manager)

**Salary:** \$20.00/hour

### About Fiver Children's Foundation

The Fiver Children's Foundation is a comprehensive youth development organization that empowers children from underserved communities to develop life skills and to reach their full potential. At the core of Fiver's programming is Camp Fiver, an overnight sleepaway camp in which Fiver participants spend 2 weeks living with their peers, pushing their comfort zones, and building their character, all in a fun and supportive natural environment.

Fiver is not a typical after school program or summer camp. We take a slow and steady approach, over ten years, to building relationships and developing social, emotional and life skills that lead to positive decision-making and outcomes for youth. We are committed to ensuring that all Fiver spaces, communications and interactions are inclusive, Warm, Youth-Centered, Honest, and Intentional. Through our one-of-a-kind ten-year commitment, Fiver provides experiences that challenge and builds relationships that nurture, so that youth from marginalized communities in New York can create their own positive futures.

### Job Description/General Functions

Fiver Children Foundation is seeking onsite Kitchen Managers with documented kitchen/food service experience, with the ability to accept responsibility, and work independently of others. Previous experience or training in food service management, sanitation, food preparation and protection, hygiene, personnel supervision and record keeping is helpful. The Kitchen Manager is responsible for ensuring the meals are prepared on-time for approximately 200 people and that all day to day staff keep up with and have the necessary resources to maintain the camp's kitchen facilities.

### Skills & Qualifications

- Someone with interpersonal and communication skills who knows how to motivate their staff and encourage a team spirit when working through a fast paced and stressful meal service environment.
- Someone with strong leadership and organizational skills to manage strong employee personalities and ensure that they accomplish their work efficiently.
- Someone with culinary knowledge and experience that has the ability to independently adjust the kitchen menu as needed, and ability to be mindful of areas of potential waste.
- Someone with a positive attitude and passion for serving children as well as carrying out the mission of the Fiver Children Foundation.

### Essential Functions

- Oversee all the daily kitchen operations, which include: Food Preparation, Pre-Service Preparation, Cooking Process, Meal Service, Clean Up, and Evaluation.
- Responsible for the entire kitchen as a unit, overseeing time and task management of the kitchen staff: Line Cooks, Prep Cooks, Dishwashers, and Volunteers.
- Communicate with Health Director to meet any special dietary needs in a timely manner.
- Perform quality control on all food leaving the kitchen.
- Manage and maintain daily logs of meal preparation, which includes freezer and refrigeration temperature logs.
- Ensure the kitchen runs smoothly and complies with USDA Food Safety regulations and guidelines.

- Ensure the cleaning standards for the kitchen are followed and that all staff maintain sanitation levels. Responsible for regular safety checks of all kitchen equipment and able to identify and eliminate risks. Ensure daily regular and consistent cleaning of all kitchen facilities, supplies and equipment.
- Monitor inventory levels so that necessary ingredients and supplies are stocked for service. Assist in receiving and organizing food, supplies and equipment orders. Communicate inventory needs with the Kitchen Director as needed.
- Communication with Kitchen Director to evaluate kitchen operations and staff in order to maintain a positive and efficient work environment.

### **Expectations**

On a typical day, Kitchen Managers are one of the first employees to arrive. They check inventory levels and make note of what food needs to be prepared for the upcoming shift. They communicate with the Kitchen Director about their budgetary restrictions and any upcoming events or changes in operations. They may fill in at any staff position during busy times as needed. At the end of the day, the Kitchen Manager helps their staff clean the cooking stations and organize cooking tools for the next shift.

### **Location**

Located in beautiful Upstate New York, Camp Fiver is a four-hour trip from New York City and is 45 minutes southeast of Syracuse. Camp Fiver's 129-acre property includes a lake, a river, woodlands, a learning center, dining hall, horse barn and more.

### **Shifts Available**

- AM Shift: 6am - 1pm (Breakfast and Lunch)
- PM Shift: 1pm – 8pm (Dinner & Evening Snack)

Please note the position may require to work such additional hours to fully perform your job in accordance with the needs of the organization.

### **To apply:**

Please send resume to [careers@fiver.org](mailto:careers@fiver.org) labeled “**Kitchen Manager 2024- First & Last Name**” in the subject line!

*The Fiver Children’s Foundation believes that historically marginalized communities must be centered in the work that we do, and are actively taking steps to make sure our processes and practices promote equity for all, including people of color, people from working-class backgrounds, women, and members of the LGBTQ+ community. We encourage applications from people with these identities or members of other marginalized groups.*