

Job Description – Food Service Coordinator

Flathead Lutheran Bible Camp, Kalispell, Montana



Mission Statement: *To Experience Christ's Grace through meaningful relationships, shared adventure, and purposeful service.*

Flathead Lutheran Bible Camp (FLBC) seeks to hire a Food Service Coordinator to serve, sustain and strengthen the ministry the camp offers. FLBC is a year-round ministry, for people of all ages, with year-round retreat programs and special events, environmental education with school groups, summer resident youth and family programs, offsite and adventure programs with groups coming from around the US. Retreats and youth programs are also held offsite, though our Outreach program (fall, winter and spring) and summer day camps throughout MT.

Flathead Lutheran Bible Camp, which began in 1943, is owned by 55 Lutheran congregations in Western Montana. FLBC serves 5,000-7,000 people in its year-round ministry, and has 15 year-round full, and part time staff.

Classification: This is a Sporadic, hourly non-exempt position.

Hours: will vary depending on need and season.

The Food Service Coordinator's primary responsibilities include:

- 1) Overseeing all aspects of food service, including preparing menus, ordering, inventory, preparing and serving food, kitchen and dining hall clean-up, composting and recycling, working with the gardens, etc.
- 2) Working with the Program Directors to see that the food service supports the program through learning events, special programmatic elements, and scheduling
- 3) Working with the Maintenance Coordinator to see that all kitchen equipment is maintained and safe

- 4) Working with the off-site camps to order and provide food and supplies, as requested
- 5) Serving on the executive team and attending staff meetings, as requested
- 6) Creating a warm, hospitable environment for guests of the camp

The Food Service Coordinator will also:

- 1) Maintain a kitchen that meets all codes and safety regulations, with a goal of an A+ rating, and be “safe serve’ certified
- 2) Plan and prepare quality meals, preparing special diets as needed, and ensuring that homemade, healthy foods with vegetarian options are always included in the menu. Striving to not use process foods, with a goal of whole grains, and fresh ingredients
- 3) monitor food service budget, including preparing and tracking invoices/bills and cost accounting
- 4) order all food and kitchen supplies
- 5) order all cleaning supplies and paper products, as needed or requested for the camp; and ensure that all kitchen equipment is kept in working order, and cleaned regularly. Working with Maintenance staff to hire specialists when needed.
- 6) supervise and evaluate kitchen staff and work with the Program and Wilderness Directors in hiring and scheduling kitchen/community staff
- 7) ensure that the kitchen, dining room, dish room, coffee bar, compost and garbage areas are clean at the end of each day; including all food labeled and put away, and boxes crushed
- 8) ensure that milk and hot drinks counters are continuously clean and orderly
- 9) cater off-site events for FLBC, as needed
- 10) support and make treats for guests at special events, such “granola to go”
- 11) encourage and promote special events, i.e., banquets, Christmas dinners, etc.
- 12) Hire and train all cooking staff, with the approval of the Ex-Director

Qualifications

- Food service certification

- Restaurant and/or large group planning/ordering/cooking experience required

- Supervisory and management skills

- Experience working with volunteers
- Passion for Christian camping ministries
- Gift of hospitality and desire to serve
- A great sense of humor!!!

Responsible to: The Associate Director, working with and reporting to the Program Director for day-to-day operations; meal numbers etc.

Compensation: Depending on housing; Rustic housing available on site for one person.

Hourly wage depends on on-site or off-site housing. Position could also be salaried with benefits if combined with housekeeping/maintenance.

Please send resume, cover letter, and three references to Margie@flbc.net Margie Fiedler
603 S Main St. Kalispell, MT 59922

Position to begin July 1, 2023 (negotiable)

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