

# Assistant Food Service Manager

## Oakland Feather River Camp - Job Description



<b>Job Title:</b>	Assistant Food Service Manager
<b>Full/Part Time:</b>	Full Time
<b>Location:</b>	Quincy, CA
<b>Compensation:</b>	\$1,352 - \$1,452 per week
<b>Duration:</b>	Seasonal
<b>Dates:</b>	May 13 - August 7, 2026 or May 13 - September 8, 2026
<b>Classification:</b>	Salaried, Exempt
<b>Reports To:</b>	Food Service Manager

### **Position Purpose:**

The Assistant Food Service Manager (AFSM) is the sous chef of the camp kitchen, responsible for leading one of the daily shifts and supporting the Food Service Manager in all aspects of kitchen operations. They ensure safe, efficient meal service and assume full leadership in the FSM's absence, helping maintain a high standard of food quality, cleanliness, staff coordination, and camper service.

### **Ideal Candidate:**

The ideal candidate is a confident, hands-on cook and emerging kitchen leader who thrives in a fast-paced, collaborative setting. They bring excellent cooking skills, a sharp eye for detail, and the ability to lead kitchen staff with clear direction and calm authority. Strong communication, time management, and a passion for mentorship are essential.

### **Essential Job Functions:**

- Shift Leadership & Staff Supervision
  - Lead daily shift operations.
  - Supervise Camp Cooks and Kitchen Helpers.
  - Train team and delegate tasks clearly and effectively.
- Meal Prep & Execution
  - Lead preparation of daily meals according to the Food Production Plan.
  - Accommodate special dietary needs (vegetarian, vegan, gluten-free, dairy-free).
  - Oversee presentation and restocking of serving lines.
- Food Safety & Cleanliness
  - Ensure food stays out of the temperature danger zone.
  - Practice clean-as-you-go principles.
  - Implement SOPs for sanitation and enforce daily cleaning protocols.
- Planning & Communication
  - Conduct daily menu briefings.
  - Plan future meals and manage food thawing schedules.
  - Support FSM with inventory and purchasing.
  - Store leftovers properly and manage utilization.

### **Other Job Duties:**

- Cover for the FSM during time off or absence.
- Cover for other AFSM during time off or absence.
- Assist in kitchen deep cleaning.
- Step in to support dishes, prep, or other camp departments as needed.
- Carry out delegated projects from the FSM.
- Assist with housekeeping duties on camper transition days.

### **Relationships:**

Reports to the Food Service Manager; Supervises Cooks and Kitchen Helpers; Collaborates with AFSMs and Camp Director; Interacts regularly with campers and staff during meals.

**Equipment Used:**

Including, but not limited to, the use and care of: Ovens, stoves, steam tables, mixers, food processors, slicers, knives, walk-in coolers/freezers, and standard kitchen sanitation equipment.

**Qualifications (Minimum Qualifications and Past Experience)**

- **Required**
  - Must be 21+
  - Background in institutional or large group cooking
  - 1+ year food service leadership experience
  - Ability to lift 50 lbs and work long shifts on foot.
  - Ability to stay calm under pressure.
  - Ability to work a flexible schedule including weekends.
- **Desired**
  - Current CA Food Handler Certificate
  - Current CA Food Service Manager Certificate
  - Strong communication and training skills.
  - Strong recipe execution and meal planning skills.
  - Familiarity with special diets.
  - Bilingual - Spanish (additional compensation).

**Work Environment & Physical Aspects of the Position:**

- Fast-paced, physically demanding kitchen and dining setting.
- Must navigate shared spaces while maintaining appropriate allergen separation.
- Standing, bending, lifting, and moving for extended periods.
- Exposure to heat, cleaning chemicals, and food waste.
- Requires multitasking and time management under meal service pressure.
- Must be comfortable giving direction and stepping into any kitchen task.
- Must be able to lift up to 50 lbs, work under pressure, and maintain a clean, safe workstation.

**Typical Day of this Position:**

- Start shift by reviewing prep list and conducting menu briefing.
- Lead team through meal prep, cooking, service, and cleanup.
- Ensure all food is prepared and served safely and professionally.
- Troubleshoot staffing or prep issues.
- Restock and prepare for the next meal or shift.

**Typical Week of this Position:**

Oakland Feather River Camp operates on a 7-day camp schedule with rotating staff days off. Most positions follow a five-day work week, but actual shift patterns, break timing, and days off vary based on role and department. Staff are expected to work all assigned shifts as scheduled to maintain smooth daily operations. All staff receive breaks and meal periods in accordance with California labor law.

This exempt leadership position typically follows a five-day work week with two days off. Due to the nature of leadership responsibilities, days off may not always be back-to-back. Breaks are self-managed and staggered throughout the day, based on workload and departmental needs. Staff are expected to communicate their daily break times with their supervisor.

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## Working at Oakland Feather River Camp

### Our Organization Culture

At OFRC, we work hard and we play hard. We are committed to creating the best possible experience not only for our campers but also for our staff. Our community is open and welcoming to everyone—if you want to be here, we want you here!

Oakland is one of the most diverse cities in the country, and we strive to reflect that diversity in our camp community. We value feedback and growth, and we believe everyone—no matter their role or experience—has something to learn and contribute. Our team spans generations, from Gen Z to Baby Boomers, and we celebrate the unique perspectives each person brings to camp life.

Camp is an all-in environment. We pitch in for each other, adapt quickly, and find creative solutions together. You'll be challenged, supported, and encouraged to grow while surrounded by a team that truly has your back. If you thrive in a collaborative, hands-on workplace where community comes first, you'll feel right at home here.

### Our Hiring Philosophy & Non-Discrimination Policy

Oakland Feather River Camp is an equal opportunity employer. We believe an inclusive and diverse workforce is invaluable. OFRC does not discriminate internally (in its administrative and program operations) or externally (in its recipients of services) on the basis of race, color, religion, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, People of Color; Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex people; Women; people with disabilities, protected Veterans, and formerly incarcerated individuals are all strongly encouraged to apply for our open positions.

We also recognize that the outdoor and recreation industry has historically lacked representation from People of Color and other marginalized groups. At OFRC, we are committed to breaking that trend by creating a welcoming, supportive environment where diverse voices and lived experiences are valued and celebrated. Studies show that Women and People of Color are less likely to apply for a position unless they match every qualification listed. We know that the best candidate for a role may not meet every requirement, and we encourage you to apply and tell us more about your unique skills and experience.