

# Food Service Manager

## Oakland Feather River Camp - Job Description



<b>Job Title:</b>	Food Service Manager
<b>Full/Part Time:</b>	Full Time
<b>Location:</b>	Quincy, CA
<b>Compensation:</b>	\$1,432 - \$1,532 per week
<b>Duration:</b>	Seasonal
<b>Dates:</b>	May 11 - September 8, 2026
<b>Classification:</b>	Salaried, Exempt
<b>Reports To:</b>	Camp Director

### **Position Purpose:**

The Food Service Manager (FSM) leads the Food Service Department and ensures high-quality, nutritious meals are delivered on time in a safe, clean, and welcoming environment. The FSM oversees all aspects of menu planning, food purchasing, kitchen operations, staff supervision, and health and safety compliance, creating a mealtime experience that reflects the camp's values of community, hospitality, and care.

### **Ideal Candidate:**

The ideal candidate is a seasoned, hands-on kitchen leader with strong culinary skills, excellent organizational habits, and a calm, people-first approach. They're equally confident preparing meals for large groups as they are coaching staff through a lunch rush, managing inventory, or solving last-minute problems. They're adaptable, resourceful, positive under pressure, and take pride in delivering safe, satisfying meals for diverse dietary needs.

### **Essential Job Functions:**

- **Staff Leadership & Supervision**
  - Supervise Assistant Food Service Managers, Cooks, and Kitchen Helpers.
  - Prepare weekly schedules.
  - Mentor a cohesive, service-focused kitchen team.
  - Train team and delegate tasks clearly and effectively.
  - Remain level-headed during high-pressure moments and delegate effectively.
- **Meal Planning & Oversight**
  - Ensure a warm, welcoming dining experience.
  - Plan and lead execution of rotating menus for 3 meals/day for 250 campers and staff.
  - Accommodate dietary needs (vegetarian, vegan, allergy-safe).
  - Ensure meals are timely and appealing.
  - Oversee presentation and restocking of serving lines.
  - Investigate and resolve food-related issues.
- **Health & Safety Compliance**
  - Maintain a clean, organized kitchen in compliance with applicable codes and regulations.
  - Enforce sanitation protocols across all prep, service, and storage areas.
  - Ensure food stays out of the temperature danger zone.
  - Practice clean-as-you-go principles.
  - Implement SOPs for sanitation and enforce daily cleaning protocols.
- **Purchasing & Budget Oversight**
  - Order food and supplies for the kitchen, Camp Store, and Housekeeping.
  - Assist with seasonal budget prep.
  - Manage purchasing within budgetary guidelines.

### **Other Job Duties:**

- Cover for other AFSM during time off or absence.
- Train staff in food safety, storage, service, and work ethic expectations.
- Maintain inventory and manage stock rotation.
- Use basic computer programs for ordering, scheduling, and recordkeeping.
- Support prep, dishwashing, or deep cleaning when needed.
- Collaborate with the Camp Director and other departments as needed.
- Assist with housekeeping duties on camper transition days.

**Relationships:**

Supervises all kitchen staff; Collaborates with Facilities and Housekeeping for food and supply coordination; Collaborates with Outreach department for bagged lunches; Interacts daily with campers, staff, and families during meal service.

**Equipment Used:**

Including, but not limited to, the use and care of: Includes commercial kitchen stoves, ovens, steam tables, dishwashing systems, walk-in coolers/freezers, mixers, slicers, food processors, baking tools, knives, and sanitation equipment.

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

- **Required**
  - Must be 21+
  - Current CA Food Safety Manager Certification (or ability to obtain).
  - Minimum 3 years of food service management experience, including purchasing and budget management.
  - Experience supervising kitchen staff of 10+ and overseeing preparation of meals for groups of 200+.
  - Must be able to lift up to 50 lbs, work under pressure, and maintain a clean, safe work environment.
  - Ability to work a flexible schedule including weekends.
  - Comfort with (or ability to learn) Google Workspace and various technologies.
  - Calm, detail-oriented, and comfortable with last-minute changes.
- **Desired**
  - High school diploma or equivalent.
  - Experience in institutional, camp, or school-based kitchens.
  - Familiarity with dietary restrictions and inclusive meal planning.
  - Familiarity with US Foods, SYSCO, and Pro Pacific ordering procedures.
  - Experience with budget forecasting.
  - 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:**

- Begin early to oversee breakfast prep and supervise food service.
- Oversee team during meal prep and execution for lunch and dinner.
- Troubleshoot issues, review inventory, and place orders.
- Train and coach team members.
- Wrap up with planning for the next day and hand the kitchen off to the AFSM..
- Support special events or alternative meals as needed.

**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.