

## Diocese of Sacramento Job Description

**Location:** Sierra Foothills  
**Title:** Camp Pendola Kitchen Manager  
**Department:** Office of Youth and Young Adult Ministry  
**Classification:** Non Exempt  
**Schedule:** Seasonal June– August Schedule:



**Pendola Center**  
Catholic Diocese of Sacramento

**REPORTS TO:** Director, Camp Pendola

**JOB SUMMARY:** Responsible for the preparation of all meals and snacks for staff and campers. Responsibilities may include helping to pack food for overnights and trips.

### **ESSENTIAL ELEMENTS:**

1. Visual and auditory ability to identify and respond to environmental and other hazards related to the work environment.
2. To lift 50 pounds and unload/move food and supplies
3. To lift dishes to their storage location
4. Ability to assess conditions of food
5. Ability to operate electrical and mechanical equipment
6. Ability to menus, weights and measures and follow written recipes.
7. Ability to drive a Camp Vehicle

### **GENERAL RESPONSIBILITIES:**

1. Manage all aspects of Food Services for the summer including:
  - a. Menu planning
  - b. Food ordering and maintain adequate inventory to accommodate special diets
  - c. Assess the needs for equipment and supplies needed for the kitchen
  - d. Order paper supplies for camp including toilet paper, paper towels, hand soap and cleaning supplies.
  - e. Notify Camp director of any malfunction or break down of equipment and appliances
2. Direct assigned kitchen staff in preparing foods by performing any combination of the following tasks:
  - a. Set-up and break down kitchen daily
  - b. Prepare foods, vegetables, meats, breads, soups, etc.
  - c. Wash and store dishes, pots & pans, and utensils
  - d. Serve food and supplies
  - e. Help unload, move and store supplies
  - f. Maintain kitchen, pantry, soup room, and walk-in cleanliness
  - g. Conduct daily checks of equipment for safety, proper temperatures, cleanliness and good repair
  - h. Assist in conducting initial and end-of-season inventory, storing and keeping equipment in good condition
  - i. Lead the end of season cleaning of the kitchen
  - j. Assist in packing materials and supplies for following season
  - k. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

**Desired Qualifications:**

- Ability to use Microsoft Windows Office Professional programs
- 2-3 years experience in a camp setting or commercial kitchen
- Bachelor's Degree desired
- First Aid and C.P.R. for the Professional Rescuer Certification
- California Food Handler Certificate Required
- Valid Driver's License

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SIGNATURE OF EMPLOYEE

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DATE

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SIGNATURE OF SUPERVISOR

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DATE