

## Diocese of Sacramento

### Job Description

**Department:** Office of Youth and Young Adult Ministry, Camp Pendola

**Location:** Camp Pendola

**Position:** Kitchen Manager

**Category:** Non Exempt – Full-Time

**Status:** Temporary Term from June to August



**Pendola Center**  
Catholic Diocese of Sacramento

**REPORTS TO:** Director of Camp Pendola

#### Job Summary:

Responsible for the preparation of all meals and snacks for staff and campers.

#### Key Areas of Responsibility:

- Manage all aspects of Food Services for the summer
- Direct assigned kitchen staff in preparing foods
- To fulfill other staff administrative roles

#### Essential Elements:

- Visual and auditory ability to identify and respond to environmental and other hazards related to the work environment.
- To lift 50 pounds and unload/move food and supplies
- Ability to assess conditions of food
- Ability to operate electrical and mechanical equipment
- Ability to meet diocesan recommendations of being at least 21 years of age in order to operate diocesan vehicles.

#### General Responsibilities:

- Menu planning considering dietary restrictions.
- Food ordering and maintaining adequate inventory to accommodate anticipated special diets
- Order paper supplies for camp including toilet paper, paper towels, hand soap and floor cleaning supplies.
- Conduct daily checks of equipment for safety, proper temperatures, cleanliness and good repair notifying Camp Director of any malfunction or break down of equipment and appliances.
- Maintain and clean all kitchen and dining room area setting up and breaking down kitchen daily.
- Submit all required reports, and evaluations on time.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

#### Qualifications:

- Catholic in good standing with the Church
- Ability to use Microsoft Windows Office Professional programs
- 2-3 years experience in a camp setting or commercial kitchen
- First Aid and C.P.R. for the Professional Rescuer Certification
- California Food Handler Certificate Required – California Food Service Manager Certificate preferred.
- Valid Driver's License

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Employee's Signature

Date

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Supervisor's Signature

Date