

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2014-079 Issue Date: 05-20-14 Closing Date: 05-27-14

**Food Service Manager**  
**CCAP-Camp Chaparral**  
**Department of Health & Human Services**  
**Hourly Wage: \$16.05/Full-Time/Temporary**  
**Location: Camp Chaparral**

Is responsible for overall operation, organization, implementation, and evaluation of Camp food services. Purchases food and kitchen supplies. Supervises meal preparation in accordance with the 2-week camp cycle menu for campers and staff. Ensures compliance of applicable food safety policies and regulations. Oversees and ensures a safe environment for campers and staff in both the kitchen and dining areas. Ensures all kitchen equipment, tools, and utensils are in good working order. Works closely with the program bookkeeper on food service expenditures to ensure they do not exceed budget. Assists with hires, supervises, and evaluate work performance of kitchen staff. Prepares and maintains documents for compliances which are regularly monitored by the Tribal Nutritionist and/or reviewed by the State.

**Knowledge, Skills and Abilities:**

- Knowledge of and work experience in an isolated Camp environment.
- Knowledge of and ability to maintain USDA Summer Food Program requirements and guidelines.
- Knowledge of institutional menu planning.
- Knowledge of food purchasing, preparation, storage, handling, and serving.
- Knowledge of food and kitchen safety.
- Skill and ability to communicate effectively orally and in written form.
- Ability to process mathematical calculations.
- Skill in preparation of large quantities of food items and all aspects of food service.
- Ability to plan, organize, implement, and evaluate food service and performance of staff.
- Ability to prepare nutritious, high quality, and tasteful meals timely.
- Ability to adjust meal count according to the daily census.
- Ability to complete required reports on schedule.
- Ability to understand and follow complex oral and written instructions.
- Ability to interview applicants and recommend selection.
- Ability to train, direct, and supervise kitchen staff.
- Ability to establish effective communications with kitchen staff, children, other staff, and public.
- Ability to be a team player.
- Ability to understand and maintain a given budget.
- Ability to be flexible in quickly changing situations.
- Ability to work under stress.
- Ability to make decisions quickly and appropriately.

**General Recruiting Indicators:**

- Requires a High School diploma or GED. An AA degree or equivalent certificate program in food service AND 3-years work experience in institutional food service as a Cook, Chef or Food Service Manager. Two years supervisory experience is also required. Experience in wilderness camp cooking desirable. Working experience with Washington State/USDA Child Nutrition Program, School Lunch, or Summer Food Program is desirable.
- Ability to pass a pre-employment drug and Alcohol test.

**Necessary Special Requirements:**

- Must have a valid Food Handlers Card.
- Must have a valid and current First Aid/CPR Card.
- Must have a valid Washington State Driver's License and ability to secure a Yakama Tribal Driver's Permit.
- Must be willing and able to work in a tobacco-free environment.
- Required to successfully pass background check.