



Food Service Manager / Executive Chef Job Description **Camp Magruder**

The Executive Chef/Food Service Manager at Camp Magruder is a key leader responsible for providing nourishing, thoughtfully prepared meals in a welcoming and community-centered environment. This full-time, salaried position reports to the Camp Director and oversees all aspects of the camp's food service operation—including menu planning, kitchen staffing, food preparation, inventory, and guest dietary needs—to ensure high-quality, safe, and enjoyable dining experiences for all who visit.

Compensation Information:

Classification: Full Time, Salaried \$42,500 per year

Benefits:

- On-site housing, footsteps from the Pacific Ocean
- Health Insurance (medical, dental, vision)
- Pension/403b Retirement Plan
- Paid vacation
- Meals provided when food is served to guests.
- Work in a supportive staff community dedicated to hospitality and service

Key Responsibilities:

Food Service Operations

- Plan, prepare, and serve a wide variety of balanced, delicious meals for guests, including those with special dietary needs and restrictions.
- Coordinate all aspects of meal service from the kitchen to the dining room with a focus on timeliness, quality, and guest satisfaction.
- Develop seasonal and group-specific menus that are cost-effective, meet USDA standards (for school groups), and align with Camp Magruder's commitment to hospitality.
- Manage all kitchen logistics, including food ordering, vendor relations, inventory, equipment use, and maintenance.
- Ensure food safety, cleanliness, and sanitation standards are met in compliance with local and state regulations.

Knowledge, Skills, and Abilities

- Ability to effectively communicate orally and in writing.
- Knowledge of current health and safety laws and practices is essential.
- Knowledge of and experience in preparation of special dietary foods including alternative dishes for guests who may be diabetic, lactose intolerant, celiac, gluten free, vegetarian, or vegan.
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.
- Ability to safely and properly use kitchen equipment which includes the following: convection ovens, microwave oven, chafing dishes, grill, burners, sinks, mixers, slicer, steam kettles, boiler,



hot water radiators, utensils, pots, pans, can opener, bread racks, can racks, refrigerators, freezers, ice machine, warmers, hood fan, and dishwashing machine.

Team Leadership & Staff Oversight

- Recruit, hire, train, supervise, and evaluate kitchen staff, including cooks and dishwashers.
- Create and maintain work schedules, coordinate team responsibilities, and lead with a spirit of collaboration and support.
- Maintain a healthy, respectful, and productive work environment within the food service team.

Guest Support & Collaboration

- Coordinate closely with the Program Director, Reservations Coordinator, and other staff to meet the needs of incoming groups, including scheduling and dietary accommodations.
- Assist with group hosting responsibilities and contribute to a seamless guest experience through well-planned meals and consistent service.
- Participate in weekly staff meetings and assist with special events and camp-wide projects as needed.

Periodic Guest Group Hosting

- Serve as primary contact for Groups during their stay
- Be available, predominantly onsite during groups' stays
- Give welcome talk with general camp information
- Oversee group during mealtime, coordinating set-up and clean-up
- On call in the evenings in case of emergency
- Guide group through clean-up, check-out
- Close down lodges after group leaves

Spiritual & Community Life:

Camp Magruder is a ministry of the United Methodist Church that welcomes individuals and groups from all walks of life. While this role does not require a specific faith background, we seek someone who respects United Methodist values and supports our mission to share God's love through hospitality, service, and community.

Required Qualifications:

- Prior experience in institutional or large-scale food service operations
- Strong knowledge of food preparation, menu planning, dietary accommodations, and kitchen safety practices
- ServSafe certification or Oregon Food Handlers Card (Tillamook County)
- Experience supervising teams and managing kitchen staff
- Ability to work within a budget and order supplies efficiently
- Proficiency with inventory, scheduling, and ordering software
- Strong organizational, communication, and leadership skills

Physical and Schedule Expectations:



- Ability to lift up to 50 pounds and stand/walk for extended periods (60+ minutes)
- Comfortable working with commercial kitchen equipment
- Some weekend and holiday work required, with flexible scheduling and compensatory time
- On-call rotation shared with other full-time staff
- Support outside of kitchen operations during special events or guest emergencies

This role offers the opportunity to live and work in a beautiful coastal setting, contribute to a mission-driven organization, and create meaningful experiences for guests through hospitality and food. Join us in making a difference—one meal at a time.