Job Title: Food Services Director **Date**: December 2025
Reports to: Chief Operations Officer

Purpose: The Food Services Director oversees all aspects of meal planning, food preparation, kitchen operations, and dining services for the Barnabas Foundation. This role ensures that all guests, campers, and staff receive nutritious, high-quality meals in a safe, welcoming environment that reflects the mission and values of Barnabas. The Food Services Director provides leadership to kitchen staff, manages budgets and inventory, and ensures compliance with health and safety regulations.

Description of Duties and Responsibilities:

- Supervise, train, schedule, and evaluate food service staff and volunteers.
- Foster a positive, team-oriented environment aligned with Barnabas Foundation's culture.
- Collaborate with program, retreat, and operations teams to meet meal service needs.
- Develop creative, nutritious menus for camps, retreats, and special events.
- Adapt menus to accommodate allergies, dietary restrictions, and special needs.
- Ensure high standards of quality, presentation, and timeliness in all meals served.
- Maintain a clean, safe, and efficient kitchen environment following local, state, and federal health codes.
- Oversee food storage, preparation, and sanitation procedures.
- Conduct routine inspections and ensure compliance during health department visits.
- Develop and manage the annual food services budget.
- Source, purchase, and negotiate with vendors to ensure cost-effective, high-quality ingredients.
- Track inventory, minimize waste, and maintain accurate records.
- Create a welcoming dining environment that models hospitality and care.
- Work closely with medical and special needs staff to accommodate individual dietary requirements.
- Manage meal service logistics during high-volume events and camp sessions.
- Cooking duties may include cooking at Prep, Camp, and during retreats.
- Required to be present at camp during the summer session for an extended period of time each week to assist the Kitchen Manager in preparing meals.
- *There may be other duties assigned by the direct supervisor when necessary. This list may not be exhaustive.*

Required Skills and Abilities:

- Must have a current drivers license.

- Particular software systems or computer knowledge preferred.
- Professionalism and acute attention to detail.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize job responsibilities.
- Must be willing to work from both Barnabas Prep and Camp Barnabas.
- Follow uniform standards and policies.
- Must address all concerns before the end of the day when Camp and/or Prep are in session to honor our commitment to safety, trust, and timely care.
- Model of Christian life in the community.

Education and Experience:

- High School Diploma required.
- Experience in special diets preparation is preferred.
- Two years or more of Culinary and/or Kitchen management is required.
- **Must pass reference checks and background screenings, which includes sex offender registry checks, and Child Protection Plan training.**

Physical Requirements:

- Must be able to lift 25-50 pounds.
- Must be able to work in the heat.
- Must be able to stand for extended periods of time.
- Navigate a commercial kitchen environment.
- Ability to work in varying temperatures, including kitchen heat and walk-in coolers/freezers.

Printed Name: _____

Date: _____

Signature: _____