



# Camp Soles

## JOB DESCRIPTION

### Kitchen Manager

Apply Online at [www.campsoles.com](http://www.campsoles.com) or  
Email resume & cover letter to [fun@campsoles.com](mailto:fun@campsoles.com) or  
Mail to Camp Soles, 134 Camp Soles Lane  
Rockwood, PA 15557

*Camp Soles is located in the Laurel Highlands four-season recreation destination an hour from Pittsburgh, PA. Home to Frank Lloyd Wright's Fallingwater, Ohio's Youghiogheny River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>*

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### Position Summary:

The Kitchen Manager is responsible for the general management of all food service functions and outlets at Camp Soles, including planning, purchasing, preparation, serving and cleaning up, and managing a diverse staff. The manager is responsible for compliance with state and county health regulations.

Reports to Camp Director.

### Specific Responsibilities:

1. Train and supervise a competent staff. Recommend training, promotions, and salary adjustments for Food Service personnel. Set performance standards and evaluate performance.
2. Purchase all food and supplies necessary for food service operations utilizing vendor bulk discounts and comparison pricing.
3. Plan meals and deliveries to ensure the best utilization of the facility and staff to meet customer needs. Set up and maintain an inventory, and quality control system to ensure delicious and nutritious meals for guests and staff which includes special dietary needs.
4. Track expenditures to operate within an approved budget.
5. Maintain ServeSafe certification and compliance with all Somerset County Health Department guidelines and requirements for food safety and inspection. Promote safe work practices and a safe environment for guests and staff.
6. Maintain a positive relationship with group leaders, guests, vendors, and others who do business with Camp Soles. Promote a cooperative, positive, and problem-solving atmosphere at all times.

### Essential Functions:

1. Stand; walk on uneven surfaces; sit; handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell.
2. Lift up to 30 pounds and carry up to 15 pounds through varying elevations.
3. The employee may be exposed to weather conditions prevalent at the time.

### Education/Experience Requirements:

1. 2 years of equivalent experience in a similar role or proven progression in the food service industry.

2. Must have Kitchen Manager Certification from any nationally recognized program.
3. Experience cooking and serving food.
4. Desire and ability to work with children and also relate to one's peer group.
5. Ability to accept guidance and supervision.
6. Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control.
7. High school graduate or equivalent, or at least 18 years of age.

This description is a summary of the functions of this position. Other duties may be assigned as needed. Camp Soles reserves the right to review and adjust this job description as business needs dictate.

I have reviewed and understand this job description.

\_\_\_\_\_  
Candidate name

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date

*Camp Soles is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, age, sex, national origin, disability.*