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## JOB DESCRIPTION

Job Title: Assistant Food Service Director  
Department: Food Service  
Position Type: Seasonal  
Location: Camp Burgess & Hayward  
Reports to: Food Service Director

Revision Date: 10/27/2025

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### POSITION SUMMARY:

The Assistant Food Service Director supports the Food Service Director in all aspects of the food services operations for Camp Burgess & Hayward. During the summer camp season this includes planning, preparing and serving daily meals to 700 campers and staff in two separate kitchens. The Assistant Food Service Director directly oversees the Camp Burgess kitchen in the summer, serving meals to 300 people and overseeing 9 seasonal staff. In the “off-season” (March-May, September-November), the Food Services team serves meals to various schools and retreat groups ranging from twenty-five to two hundred people. The Food Services team includes the Food Service Director, the Assistant Food Service Director, and a team of approximately 18-20 seasonal staff.

**This is a seasonal position from March 2026-November 2026, with on-site housing provided, if needed by the candidate.**

### CORE EXPECTATIONS:

#### 1. SAFETY

Ensures all safety regulations are met with proper food handling and storage. Maintains clean and safe kitchen work areas, stockroom, freezer, refrigerator, dining room, dish room and loading area in accordance with State of Mass health regulations. Ensures that the safety of the campers, participants and staff is always a priority and at the forefront of all decision making. Ensures that we meet the varied dietary/allergy needs of our community, which allows them to have a safe camp experience.

#### 2. OPERATIONS

Helps manage the day-to-day food service operations according to standards set forth by the MA Department of Health, American Camp Association and South Shore YMCA.

- Knowledge of food allergies, food related illness, and the ingredients that may cause an allergic reaction. Prepares meals to meet the food allergies of participants for a given meal. Diligent efforts to ensure that everyone can safely eat food prepared in our kitchen.
- Assists with developing menu plans, including options for dietary restrictions: e.g. gluten free, vegan and vegetarian diets.
- Orders food under the guidance of the Food Service Director.
- Constantly works to improve meal options and overall community satisfaction with food service.
- Calculates food usage to provide sufficient servings for each participant and staff and prepares prep sheets for the cooks accordingly.
- Demonstrates and delivers great member experience by putting camper and participant needs first.

- Prepares meals, does dishes, and cleans up at the end of the meal process, especially during September-May when seasonal staff are not present.
3. **FACILITY MANAGEMENT**  
Ensures facilities are clean, safe, adequately equipped, well maintained, and attractive for our guests.
4. **STAFF ENGAGEMENT & DEVELOPMENT**  
Assists the Food Service Director in overseeing a team of seasonal kitchen staff to ensure high quality, comprehensive, and nutritious food is served. Provides direction, training, supervision and evaluation to seasonal Food Service Staff, many of whom are new to food service. Encourages and fosters staff commitment towards achieving goals.
5. **PARTICIPANT ENGAGEMENT & DEVELOPMENT**  
Builds relationships with participants, responds to inquiries, and solves problems. Creates a safe and supportive community environment and connects participants to the YMCA's cause.

#### **QUALIFICATIONS:**

- 1 to 2 years of food service experience.
- Experience with or ability to work within the unique summer camp setting. The ideal candidate will show patience and kindness towards campers and counselors and provide support to ensure a positive summer camp experience for all.
- Strong interpersonal and communication skills and the ability to develop positive, effective working relationships with staff and other organizations.
- Ability to relate well to others and work effectively in a group setting.
- Candidate must be responsible, patient, flexible, organized and able to coordinate multiple projects simultaneously.
- Food Protection Manager certification and Allergen Awareness certification will be required within 30 days of hire.
- 21+ with a clean Driver's License.
- Experience working with youth is preferred.
- We are willing to train the right candidate. A candidate who thrives in the camp environment and within our community is the most important qualification.

#### **PHYSICAL DEMANDS**

- Able to climb stairs, bend, stoop, kneel, twist, reach with hands, sit or stand for an extended period of time, lift and/or move up to 20 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

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**PRINT NAME**

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**SIGNATURE**

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**DATE**