



Job Description

Job Title: Food Service Coordinator

Structure of Position: Seasonal, late May-early August

Organizational Structure:

Executive Director-CF

Director of Operations-CF

Mink Lake Wilderness Camp On-site Supervisor

Direct Supervisor: Mink Lake Wilderness Camp On-site supervisor

Supervisory Responsibilities: Service Team Members, occasional service teams or groups

Location: Mink Lake Wilderness Camp, Grand Marais, MN

Hours of work:

As needed, typically 6:00am-7:00pm daily, with breaks in between meals. Hours will vary depending on activities and programs taking place. Hours flexible given other commitments and program requirements.

Job Responsibilities:

1. Food Planning/Ordering

- Create weekly menu plan in coordination with other Coldwater staff
- Coordinate food ordering and purchase
- Additional grocery shopping as needed in Duluth, etc.
- Prepare for people with special food needs/allergies as needed

2. Kitchen Management/Organization

- Coordinate with Mink Lake Wilderness Camp community to create a schedule for kitchen cooking help and washing dishes
- Complete SafeServ training; create documents to post in kitchen from training (Coldwater Foundation will cover or reimburse for cost of training)

- Facilitate onsite training for kitchen helpers, train and teach throughout the summer
3. Meal Prep/Cooking
 - Ensure all food prep is completed and ready to serve meals on time.
 - Set-up dining hall for meals
 - Ensure kitchen and dining hall are thoroughly cleaned after each meal
 4. Attend scheduled staff meetings and trainings as available.
 5. Always represent Coldwater Foundation in an appropriate manner.
 6. Ancillary responsibilities as designated by the MLWC On-site supervisor.

Job Requirements:

- Minimum age of 20
- Complete SafeServ training (In Grand Marais, or, possible to complete in home community if available)
- Previous experience cooking for large groups preferred
- Ability to delegate tasks
- Good organization skills and time management
- Ability to work well with others

A stipend of **\$2500.00** will be paid to the Food Service Coordinator, room and board is provided at Mink Lake Wilderness Camp. The Coordinator will have the week of June 18-24 off, and is also encouraged to participate in a Coldwater paddle trip, if possible.

If interested, contact Coldwater Foundation Executive Director Kevin Sutton at 218.626.7222 or kevin@coldwaterfoundation.org.