



Position: Kitchen Manager

POSITION SUMMARY

Under the supervision of the Camp Director, the Kitchen Manager is responsible for planning, ordering, storage, preparation, and serving of nutritious, well-balanced meals for campers and staff. The Kitchen Manager is also responsible for supervising the kitchen staff.

QUALIFICATIONS

- Must be 21 or older
- Experience in food service management in a camp or institutional food service setting or equivalent experience required
- Food Manager Certificate required
- Have proper knowledge of kitchen sanitation and food safety procedures and regulations
- Supervisory skills preferred
- Registered Dietician a plus
- Ability to keep accurate and legible records
- Interact with girls, staff, volunteers, and families in a positive, professional manner
- Serve as a positive role-model for campers, staff, and volunteers
- Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Patience and capacity to show interest and compassion for every camper and staff member
- Belief in the Girl Scout Mission and willingness to subscribe to the principles as stated in the Promise and Law
- Commitment to assuring that the diversity of campers and staff is appreciated. Flexibility in working with campers and staff from all socio-economic, religious and cultural backgrounds.
- Must have a valid driver license, reliable transportation, and current insurance
- Be able to pass a background check
- Must be available for the full duration of the employment period

Reports To: Hoffman/Green Forest Camp Director
FLSA Status: Seasonal Temporary

ESSENTIAL FUNCTIONS

Supervision

- Supervise, schedule, train and evaluate activities of kitchen staff. Ensure that time and payroll records are maintained, all kitchen staff receive required time off, and sufficient time is allowed before and after each meal to perform duties smoothly and efficiently
- Supervise all kitchen staff, especially in areas of preparation and serving of food, food storage, and dish washing
- Supervise the opening of the kitchen at the opening of camp and closing of the kitchen at the end of camp and submit end-of-season inventory and report
- Supervise pantry, storeroom, walk-in refrigerator, and freezers

Administration

- With prior approval from Camp Director, place orders for kitchen equipment/supplies and food, remembering to maintain the camp budget. Approve orders as they arrive, and help receive and store food and other supplies
- Meet with administrative staff as necessary
- Evaluate current season and make suggestions for following season

Risk Management

- Maintain kitchen, food service equipment and supplies, and dining hall in a clean and sanitary manner, following all federal, state, local, ACA, and GSUSA Food Service Laws and Standards, including dish washing, food storage, insect and rodent control, and fire safety

Program

- Oversee implementation of approved menu, ensuring that any substitutions meet nutritional guidelines for campers and staff, considering special food needs and utilizing all food and leftovers to the greatest degree
- Arrange for snacks, special events and oversee its distribution including unit pack outs

COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Individual should possess great communication skills, be able to work with campers, staff, volunteers, and parents. Individual should possess the ability to plan, organize and prioritize work, while managing the food services program and operations.

Authority and Accountability

Accountable to Camp Director. Incumbent has the authority to carry out work performance objectives agreed upon with their supervisor. Objectives are outlined at beginning of camp season and reviewed as needed, with a formal evaluation at the end of the camp season.

Supervisory Responsibility

Supervises Assistant Cooks/Kitchen Assistants and all other kitchen help.

Required Training

Approximately one-two weeks of pre-camp training including but not limited to Safety, Risk Management, Youth Development, Child Health and Welfare, Outdoor Skills, and Program Activities.

Language Skills

Ability to read documents, write reports and correspondence, speak effectively in English.

Mathematical Skills

Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carries them out.

Computer Skills

To perform this job successfully an individual should have knowledge of Microsoft Office Suite software (MSWord, Excel, and Outlook).

Certificates, Licenses, Registrations

Food Manager Certificate required. Valid US driver's license required. Employees who use privately owned vehicles for council business are responsible for complying with local, state and federal laws. Employees will be required to carry a current driver's license, vehicle registration, personal and public liability insurance that meets state and council requirements.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, write, type, and

carry. The employee is frequently required to use hands to finger, handle or feel and reach with arms and hands.

This position requires the ability to lift up to 30 pounds regularly, 50 pounds occasionally. Physical demands are normal to food services positions. The position may require you to be subjected to inside and outside environments that include direct exposure to cleaning chemicals, heat, cold, sun, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, other written materials.
- Manual dexterity – to handle phones, paperwork, pens, pencils, keyboard data entry, money, merchandise and operate a vehicle.
- Sit /Stand– Stand for extended periods of time of up to three (3) hours
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument
- Walking- moderate walking
- Driving-Ability to drive camp vehicles for up to 2 hours

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed inside. While performing the duties of this job, the employee is exposed to cleaning chemicals, heat, cold, sun, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces. Living arrangements are in a camp setting in platform tents.

Mental Requirements

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type and write. The employee is required to have the ability to understand the meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the Council to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Council will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Council undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee's Name

Date