

Job Description

Title Food Service Manager
Responsible To Assistant Camp Director
Job Classification Seasonal

Purpose of Job To administer and supervise the meal planning and preparation of food for the camp; to ensure that health standards are maintained at all times consistent with Girl Scouts of the USA (GSUSA), the American Camp Association (ACA), and state and local health department standards.

Minimum Qualifications

- Ability, experience, and training to prepare foods for large groups and for special groups (i.e. people with eating disorders, diabetes, etc.) as needed.
- Knowledge or willingness to learn standards of food preparation, serving, and kitchen procedures.
- Desire and ability to work in a camp setting.
- Be committed to the implementation of managing diversity and can work with people or persons of diverse backgrounds and abilities.
- Ability to relate to one's peer group and work as a team.
- Possess supervisory skills.
- Ability to work with minimum supervision.
- Ability to teach and assist in teaching an activity.
- Good character, integrity, ability to adapt to a camp setting, enthusiasm, a sense of humor, patience, and self-control.
- Ability to maintain the highest regards for safety at all times in accordance with GSUSA's Safety Activity Checkpoints and ACA Guidelines.
- Ability and willingness to place the needs of youth and camp above personal desires.
- Acceptance of and adherence to the purposes and principles of Girl Scouting as embodied in the Promise and Law.
- Currently registered member of Girl Scouts of the USA or a WAGGGS organization.
- CPR and First Aid Certification preferred.
- ServSafe certification, or equivalent, preferred.
- Valid driver's license.
- High school graduate or equivalent and at least 21 years of age.

Specific Responsibilities

- Ensure compliance with standards of GSUSA, ACA, and local and state health codes in all areas of food service.
- Supervise and coordinate scheduling of food service personnel.
- Supervise dishwashing procedures.
- Plan menus and utilize leftovers.
- Anticipate food needs and order accordingly.
- Supervise delivery and storage of food.
- Prepare and supervise preparation of food as required by menu.
- Inventory supplies and work with purchaser to determine food and supply needs.
- Supervise food-serving procedures.
- Supervise kitchen and dining hall cleanliness.

- Keep food service records as requested (number of people served, milk consumed, menus, etc.)
- Supervise food packouts and snacks.
- Review with the camp health care provider any special dietary needs for the week.
- Clean and prepare food service areas for use at beginning of season.
- Clean and close kitchen/dining hall at end of season.
- Evaluate current season and make suggestions for following season in end-of-summer written report.
- Complete personnel performance evaluations and conference with each employee regarding performance.
- Be alert to potential hazardous situations and follow established emergency procedures when required.
- Prepare for and actively participate in staff training, meetings, supervisory conferences and formal staff evaluation.
- Assist with opening and closing day procedures as directed by camp administrators.
- Submit all required weekly and end-of-season reports on time
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with parents, campers and public.
- Inform camp director of any camper or staff concerns.
- Act as a role model for campers and staff in behavior and attitude, following the Girl Scout Promise and Law, camp procedures and policies, especially those pertaining to dress, cleanliness, smoking, alcoholic beverages, and the use of drugs.
- Assist in conducting initial and end of season inventory, storing and keeping equipment in good condition and in cleaning, inventorying, and closing kitchen/dining hall at end of season.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions

- Ability to use kitchen equipment safely.
- Ability to operate electrical and mechanical equipment.
- Ability to determine cleanliness of dishes and utensils, food contact surfaces, and kitchen area in accordance with health and safety standards.
- Ability to assess condition of food to meet health and safety standards.
- Ability to write and speak effectively, count, do math to adjust recipes, read and comprehend.
- Ability to lift/unload/move food and supplies up to 75 lbs.

I acknowledge receipt of this job description and understand and agree to adhere to all the conditions set forth.

Signature

Printed Name

Date

