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**Girl Scouts Western Pennsylvania**  
**– Camp Staff Job Descriptions –**  
**Cook**

**Reports To:** Kitchen Manager

**Supervises:** Kitchen Aides

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Purpose**

The cook is to provide nutritious meals that meet USDA standards and the needs of the campers and staff at the program centers. The cook is responsible for assisting in the food service program at the camp within the framework of local and national policies. The cook will work closely with the Kitchen Manager and the Camp Director to ensure that all meals and food provided follow GSUSA standards, ACA standards, and USDA nutritional standards.

### **Essential Functions**

- Assist with the food service planning at the camp providing nutritious meals within the confines of the budget
- Receive and supervise storage of food items and other supplies
- Assist with the planning of nutritionally sound meals, considering: food allergies, religious beliefs, dietary beliefs, and utilization of leftovers
- Submit proposed menus to the camp director for approval two weeks in advance
- Record quantities, types, and preparation methods of food served as well as temperature of refrigeration units
- Record the number of meals served
- Provide instruction on the safe use of kitchen tools and equipment, such as knives, grinders, and mixers
- Review with volunteer helpers and camp staff the health considerations concerning the importance of keeping utensils and hands clean, cooking meats thoroughly, refrigerating perishables, etc.
- Supervise dishwashing program
- Help prepare and close the kitchen at the beginning and end of each of the camp sessions
- Pack and inventory summer camp kitchen equipment, supplies, and food items
- Meet with administrative staff as necessary
- Take a proactive approach to dealing with homesickness, assist in identifying signs of homesickness in campers, and when available, help to relieve signs and symptoms of homesickness per council policies and procedures
- Evaluate the current season and make recommendations for the following year
- Assist in the smooth functioning of the summer camp program by performing other duties as assigned by the camp director

### **Requirements and Desired Qualifications**

#### **Requirements –**

- Must be at least 18 years of age
- Accept the principles of the Girl Scout Movement and Promise and Law

- Some knowledge of the Girl Scout Program
- Ability to evaluate and make desirable changes
- Ability to develop a positive relationship with staff, adults, girls, and the public
- Ability to work with persons of diverse backgrounds and abilities
- Ability to work a flexible schedule set by your supervisor, six days a week for the duration of the camp season
- Ability to work as a team member
- Ability to accept supervision and guidance
- Must possess enthusiasm, a sense of humor, patience, and self-control
- Desire to work and live in a camp community
- Must possess a valid driver's license and show proof of such
- Successfully pass the required background checks
- Able to perform the physical requirements of the job to include, but not limited to, the ability to lift 50 pounds, unload, lift, carry, and maneuver food and supplies, lift pots, dishes, or storage containers (lifting may be above shoulder level)
- Minimum of one year of training in camp or institutional food service or equivalent experience
- Knowledge of applicable food handling regulations, preparation, serving, and kitchen procedures
- Ability to work with staff, participants, and tradespeople in a camp setting
- Ability to adapt and prepare food menus for people with special dietary needs

### *Desired Qualifications –*

- Knowledge of the Girl Scout Program and National Portfolio
- Prior experience working in an overnight camp and supervisory capacity
- Demonstrated maturity, sound judgment, integrity, and flexibility
- Enthusiasm, patience, and a sense of humor

### *Physical Working Conditions -*

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. While performing the duties of this job, the employee must have the:

- Ability to endure prolonged standing, bending, reaching, walking, and hiking
- Willingness to work outdoors with exposure to all weather conditions including sun, heat, rain, humidity, etc.
- Understanding of and being comfortable navigating around wildlife animals, i.e., insects, reptiles, mammals, etc.
- Capability to lift or move objects up to 10 pounds on a regular basis and occasionally lift or move objects of up to 50 pounds
- Noise level is usually minimal to moderate