



Girl Scouts Western Pennsylvania
– Camp Staff Job Descriptions –
Kitchen Manager

Reports To: Camp Director

Supervises: Cooks

Employee Name (Print): _____

Employee Signature _____ **Date** _____

Purpose

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

Essential Functions

- Plan, direct, and supervise food service at the program center providing nutritious meals within the confines of the budget
- Estimate needs, order, receive and supervise storage of food items and other supplies
- Plan nutritionally sound meals, taking into account: food allergies, religious beliefs, dietary beliefs and utilization of leftovers
- Submit proposed menus to 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 dish-washing program
- Help prepare and close 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
- Prepare for and be present during all inspections (DER, ACA, Summer Food Service Program)
- 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 current season and make recommendations for the following year; and
- 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 21 years of age
- Accept the principals of the Girl Scout Movement, 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, 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, ability to lift 50 pounds, to unload, life, carry and maneuver food and supplies, to 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 trades people in a camp setting
- Ability to adapt and prepare food menus for people with special dietary needs

Desired Qualifications –

- Knowledge of Girl Scout Program and National Portfolio
- Prior experience working in a resident camp and supervisory capacity
- Demonstrated maturity, sound judgement, 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, and humidity, etc.
 - Understanding of and be 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