

POSITION: Assistant Kitchen Director

CAMP LOCATION: Camp Cloud Rim or Trefoil Ranch

CLASSIFICATION: Seasonal Staff Member

RESPONSIBLE TO: Kitchen Director

JOB ACCOUNTABILITIES:

- Manage the Food Services in the absence of the Kitchen Director.
- Work with assigned kitchen staff under the direction of the Kitchen Director to prepare, cook, and serve meals at the camp location.
 - Assist the Kitchen Director in planning nutritious, balanced weekly menus.
 - Prepare, cook, and serve 3 meals and 2 snacks per day based on approved menus.
 - Ensure that meals are provided at the scheduled time.
 - Keep all products in food storage areas clean, organized, and dated.
 - Provide access to food for staff on weekends when camp is not in session.
 - Assist in keeping accurate records, including menus (and changes), temperature charts, and food and kitchen supplies inventory.
 - Assist with meal planning for special activities such as camp-wide picnics, unit cookouts, etc.
 - Keep kitchen, food preparation areas, and food storage areas clean and sanitary at all times.
 - Assist with setting up the kitchen during staff training and break it down at the end of the season.
- Work with the Health Supervisor and Kitchen Director to ensure that all dietary needs for campers and staff (food allergies, vegetarians, etc.) are met.
- Work with the Unit Staff to ensure all food is ready and accessible for unit cookouts.
 - Follow the cookout requests submitted by the unit staff.
 - Ensure there is food suitable for all dietary needs within the unit.
 - Maintain food safety when packaging food to leave the kitchen.
- Assist in general camp program and operations.
 - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
 - Assist with camp-wide programs including workshops, all camps, campfires, camper's choice activities, and flag ceremonies.
 - Attend and participate in staff training and the closing of camp.
- Perform additional duties as assigned.
- Job duties may be subject to change pursuant to the activities of the camp, camp needs, and the organization as a whole.

CAMP STAFF ROLE IN MISSION EFFORTS:

- As a camp staff member, you are a representative of Girl Scouts of Utah. People form their

impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and thus, these impressions can influence their actions.

- As a staff member, it is your accountability to work collaboratively and cooperatively with other staff members, volunteers, parents, and community representatives to ensure results for mutually acceptable goals.
- All staff members are required to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and have the ability to work with diverse populations.

QUALIFICATIONS:

- Have extensive training or documented experience in Food Services.
- Hold current Red Cross First Aid & CPR certifications, or the equivalent.
- Hold a current Utah Food Handler's Permit. Food Safety Manager certificate preferred.
- Ability to follow direction from Team Leaders, adhere to policies, and follow camp procedures.
- Ability to communicate and work with groups of girls ages 6-17, and provide necessary verbal instruction to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply appropriate behavior management techniques.
- Ability to respond in a crisis situation.
- Have the council required health forms and documentation completed by a physician to ensure the well-being of living and working in an outdoor camp setting that includes:
 - Ability to bend down and move, lift, stock, and carry boxes, program materials, and supplies (up to 50 pounds).
 - Ability to walk, stand, and work on feet up to 8 hours a day.
 - Ability to live in a high elevation (up to 9200') and outdoor setting.
 - Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.