

Position Description

POSITION: Kitchen Director
CAMP LOCATION: Camp Cloud Rim or Trefoil Ranch
CLASSIFICATION: Seasonal Staff Member
RESPONSIBLE TO: Camp Director

JOB ACCOUNTABILITIES:

- Supervise Food Services for camp location.
 - Plan nutritious, balanced, weekly menus and have approved by supervisor.
 - Assist in preparing, cooking, and serving 3 meals and 2 snacks per day based on approved menus.
 - Ensure that meals are provided at the scheduled time; ask for additional support when needed.
 - Prepare and submit bi-weekly food orders on time; submit requests for additional food products and supplies as needed.
 - 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.
 - Turn in all bills and invoices supervisor in a timely manner.
 - Manage the budget for camp meals and kitchen supplies.
 - Keep 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.
 - Set up the kitchen during staff training and break it down at the end of the season.
 - Ensure that the kitchen meets American Camp Association standards and state & local health codes.
 - Teach and monitor the proper use of equipment; submit requests for equipment and supplies when needed.
 - Work with the Health Supervisor to ensure that all dietary needs for campers and staff (food allergies, vegetarians, etc.) are met.
 - Work with the Site Manager to manage the recycling programs.
 - Work with the High Adventure Director or Program Director to ensure that adequate foods are stocked for hiking, backpacking, and biking trips.
- Supervise kitchen staff.
 - Supervise and evaluate assigned kitchen staff.
 - Create schedule for kitchen staff.
 - Train kitchen staff in their responsibilities; provide additional support as needed.
 - Bring problems with assigned kitchen staff to the attention of supervisor.
- Assist in general camp program and operations.
 - 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.
 - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.



- Compile weekly and end-of-season report.
- 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:

- Must be a certified driver on council's behalf (clear MVR background, be at least 21 years of age and provide proof of auto insurance and motor vehicle licensing)
- 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.
- Possess good organizational, leadership, and teaching skills:
 - Ability to schedule and manage time, resources, and people.
 - Strong decision making skills while exercising good judgment.
 - Six weeks experience in a management or supervisory role is required (six months is 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.