

Seasonal Camp Food Service Manager

Position Description

Position summary

The Food Service Manager directs the overall food-service operation of camp including: purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping. The Food Service Manager may also be called upon to facilitate “Campers in the Kitchen” programming as it pertains to titled sessions. The Food Service Manager assures dining experience and atmosphere is a safe, fun and positive experience that supports membership growth and retention.

Responsibilities including but not limited to:

1. Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and dining room:
 - a. Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and cook-out food.
 - b. Assure that meals are prepared and served in compliance with safe food handling practices.
 - c. Assures knowledge of and compliance with all special diets.
 - d. Ensure the service of camp meals through directing the work of other employees.
 - e. Ensure safe and efficient preparation and serving of camp meals.
 - f. Coordinate menu planning for units/user groups as directed.
2. Oversee the inventory, ordering, storage, preparation and handling of food, equipment, and supplies and work with the Camp Director to arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities compliant with federal, state and local regulation and council policy including but not limited to department of health and ACA. Maintain budget compliance and ensure council loss prevention through this oversight and maintenance.
 - a. Maintain inventory of food and household supplies.
 - b. Order food and kitchen supplies consistent with menus and enrollment counts.
 - c. Maintain high standards of cleanliness, sanitation, and safety.
 - d. Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen garbage and recycling.
 - e. Inspect equipment and ensure equipment is repaired as necessary. Report needs/concerns to Camp Director.
 - f. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible and in compliance with health and safety standards.
3. Manage all kitchen staff, campers-in-the-kitchen, and volunteers as they perform food service duties compliant with council policy:
 - a. Monitor employee performance.
 - b. Ensure all kitchen staff, volunteers, and campers-in-the-kitchen receive adequate training for the tasks they will carry out.

- c. Plan, coordinate, schedule, and supervise the work of other food service staff.
- d. Perform other duties as assigned by the Camp Director.

Essential Functions

Applicants for the Food Service Manager position should, at minimum, have the ability to:

- Successfully complete all pre-employment and post-employment screenings including, but not limited to, background check.
- Obtain/retain registration as a member of the Girl Scouts of the USA.
- Obtain/retain a valid driver's license and vehicle insurance with the ability to maintain legal compliance in the safe transports of girls and staff in a multi Passenger van.
- Obtain/retain certification including basic First Aid and CPR with AED Training from the American Red Cross or other nationally recognized health and safety organization.
- Obtain/retain a recognized food service management certification. (ServSafe)
- Follow, maintain and enforce appropriate safety regulations and behavior management techniques.
- Recognize emergencies and manage campers in the event one should arise.
- Supervise campers and provide for their well-being at all times.
- Lift and carry up to 50 pounds.
- Adapt to the changing demands of the position.
- Apply independent discretion within the boundaries of the position.
- Work various days and hours including weekends and evenings, while maintaining strength and endurance required for living and working in a rustic environment.
- Effectively communicate verbally and in writing with staff, volunteers, campers, parents and guardians.

Reporting relationship

The Food Service Manager is supervised by the Camp Director.

Qualifications

The ideal candidate for the position of Food Service Manager should, at minimum possess:

- Bona Fide Occupational Qualification of at least 21 years of age to drive multi Passenger van in the safe transport of girls and staff compliant with council insurance requirements.
- Desire and ability to work extended hours and in close proximity with children and other diverse individuals.
- Demonstrated and documented experience in a camp or institutional food-service setting.
- Ability and desire to supervise and relate well to others.
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles, and standards, as well as the mission and vision of GSMWLP.
- Honesty, integrity and trust while performing all job duties.