



## **Food Services Manager Position Description**

**Position Title:** Food Services Manager

**Reports To:** Outdoor Experience Manager

**Status:** Seasonal, Non-Exempt

**Salary:** \$400-\$550 per week

### **Position Summary**

The Food Services Manager is responsible for planning and preparing all food and supplies for camp meals and snacks, preparing and delivering enjoyable, nutritious meals for campers and staff and maintaining a clean and safe kitchen environment.

### **Major Responsibilities**

- Prepare food orders; oversee and ensure food/supplies are received and stored properly.
- Maintain kitchen utensils and appliances in a clean and sanitary manner.
- Supervise and coordinate the duties of the Assistant Cook and Kitchen Aide.
- Plan menus and maximizes the usage of prepared food.
- Keep within the food budget.
- Supervise the pantry and other food storage areas.
- Tailor the menu for those with dietary restrictions keeping the alternative options similar to the regular menu option.

### **Additional Accountabilities**

- Actively supports and promotes the camp's commitment to diversity and inclusion
- Actively supports all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and girls
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges
- Ensures that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner
- Maintains strict confidentiality when handling sensitive information
- Attends all administrative meetings as needed
- Continually seeks and accepts opportunities for personal and professional growth
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences
- Responds to all emergency and crisis situations quickly and calmly

## **Requirements**

- Minimum age of 21
- Experience in camp or institutional setting preferred
- Knowledge of standards of food preparation, serving and kitchen procedures
- Possess a current Servsafe certification
- Possess current First Aid and CPR certification
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position
- Strong commitment to diversity, equity and inclusion
- Ability to communicate with staff, campers and parents with diplomacy and tact.

## **Physical Requirements**

*Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the council.*

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching
- Moderate lifting (up to 50 pounds)
- Walking on uneven terrain, up and down hills for distances up to 1/2 mile multiple times each day
- Endurance to meet emergency needs
- Ability to live in a camp setting and work irregular hours
- Ability to tolerate daily exposure to the sun, heat and animals such as bugs, snakes, bats, etc.
- Physical dexterity to operate kitchen utensils and equipment.

## **Disclaimer Statement**

The above is intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

**I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.**

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_