



Position Description

Position Title: Dining Hall Assistant

Reports To: Camp Director, with direction from the Food Service Manager

Status: Seasonal, Exempt

Salary: starts at \$300/week

Dates: May 26-July 5 & July 13-August 2, 2025

About Our Program

Come join Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) for a summer filled with adventure. We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life at our overnight resident camp, Keyauwee Program Center, in Sophia, NC.

The mission of Girl Scouts is to build girls of courage, confidence and character who make the world a better place. We believe spending time outdoors at summer camp is a great way to do that! If you are ready to grow your leadership skills and make connections with others who are dedicated to this mission, we hope you will join us!

Position Summary

The Dining Hall Assistant will report to the Camp Director and receive guidance and direction from the Food Service Manager. This position provides direction for the efficient and orderly operation of the dining hall during meals. The Dining Hall Assistant works in conjunction with the Food Service team to ensure that dining hall serving areas are clean and safe, including assisting in cleaning dishes and kitchen equipment.

Major Responsibilities

- Ensure that the dining hall is arranged for orderly operation each week.
- Provide structure and organization to meal service and dining hall operations.
- Supervise setting up the dining hall for each meal ("hopping").

- Work with the Food Service team to ensure that food and beverage stations are well-stocked during meals.
- Manage the flow of traffic to auxiliary food stations such as cereal & salad bars.
- Oversee the clean-up process at the end of meals.
- Ensure that all food service areas and dishes are clean and sanitized after meals.
- Maintain cleanliness of dining room floors by mopping on a regular schedule and as needed to clean up spills.
- Participate in rearranging furniture and decorating for/cleaning up after special events.
- Assist in the kitchen, as requested by the Food Service Manager.
- Other duties as assigned.

Additional Accountabilities

- Belief in the purpose and value of Girl Scouting.
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.
- Responds to all emergency and crisis situations quickly and calmly.

Requirements

- At least 18 years old.
- Experience in camp dining preferred.
- Excellent organization and time-management skills.
- Ability to communicate clearly to large groups in a busy environment.
- Current First Aid/CPR certification, or ability to obtain certification.
- Must successfully pass a criminal background check.
- Must have a current ServSafe certification or the ability to attain 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.

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 ½ mile;
- 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 are 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.