Reports to: Resident Director
Position Status: Full-time, Temporary
FLSA Status: Exempt
Revision Date: November 2019

**Job Summary**
The Kitchen Supervisor directs the overall food-service operation of camp including: purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping. The Kitchen Supervisor assures the dining experience and atmosphere is a safe, fun, and positive experience that supports membership growth and retention. This position promotes Girl Scouting in the community; and maintains a positive parent, public, and community relations.

**Essential Duties and Responsibilities**
- Supervises, directs, and plans daily operations of the camp food service
- Plans and works with the Camp Director and Resident Director to purchase food and operational dining hall supplies
- Plans balanced meals, snacks, and addresses food allergies of campers
- Works within the budget established for the camp food service
- Oversees kitchen staff, food preparation, and facility maintenance
- Coordinates meal planning with special activities such as camp banquets and special events
- Ensures that dining hall; kitchen and food storage areas meet Girl Scout standards and state and local health laws in such areas as sanitation, dishwashing, care of food, insect control, and fire safety
- Maintains and enforces appropriate kitchen safety regulations
- Inspects kitchen equipment and report repairs, as needed
- Assists in the opening and closing inventory of camp
- Helps with dining hall cleanup, dishes, outdoor cookouts, and oversight of camper nutrition
- Other duties as assigned

**Experience/Education**
- High School diploma or the equivalent; three months to one year experience working as a cook or assistant cook, or the equivalent combination of education and experience
Experience working in a camp or institutional food service setting preparing for large quantities of people
Minimum of 21 years of age preferred

**Qualifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adult membership in Girl Scout organization
- Believe in the purpose and value of Girl Scouting
- Believe in the individuality of each girl camper
- Able to model behavior consistent with Girl Scout Mission, Promise, and Law and apply these principles
- Take pleasure in camping and living in a rustic outdoor setting and a camp community environment
- Knowledge of standards of kitchen procedures, food preparation and serving
- Possess organizational, planning and teaching skills
- Able to use kitchen equipment safety, including but not limited to electrical and mechanical safety
- Able to unload food and general supplies of various weights
- Able to work well, individually and in groups, with people of diverse knowledge and experience, and to enlist their cooperative effort
- Possess integrity, sound judgment, enthusiasm, patience, and self-control, and endurance to maintain awareness of the members in the camp community
- Able to act wisely and assist campers and other staff in an emergency (fire, evacuation, illness, injury)
- Able to supervise campers
- Possess strong leadership skills
- Possess honesty, integrity and trust
- Possess analytical skills, and attention to detail
- Possess basic first aid and CPR certification or willingness to obtain
- Possess valid driver’s license and vehicle insurance

**WORKING CONDITIONS**

**Physical Demands**
- Frequent sitting, standing and walking
- Use of fingers, hands and arms
- Reaching, bending, stooping
- Close, distance and peripheral vision
- Able to climb, crouch and walk on uneven terrain
- Able to actively participate in physical programming with participants
- Able to work indoors and outdoors in all types of weather
- Able to adapt to the changing demands of the position
Exposure to potential electrical shock working with office equipment such as fax, copier, and camp equipment
Possibility of driving in all types of weather conditions
Able to lift and carry up to 50 lbs
Able to stand for long periods, walk long distances, and bend and twist with or w/out carrying weight
Visual and auditory ability to identify and respond to environmental and other hazards related to the program and/or site
Work in a rustic camp environment at various GSMW camp locations

**Environmental Conditions**
While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. The environmental conditions result in access or very little access to cellular phone service, data, text, or internet

**Mental Demands**
There are a number of deadlines associated with this position, which may cause stress. The incumbent must also deal with a wide variety of people on various issues. The lack of cellular phone coverage and internet connectivity, among many resultant “discomforts”, may cause a sense of disconnection to home life and friends.

**Safety**
GSMW will provide safe working conditions for each employee. In return, GSMW expects each employee to recognize their obligation to conduct themselves with regard not only for their own safety, but also for the safety of their fellow employees/volunteers. Employee is expected to follow safety rules and procedures, including those specific to their position. Employee is expected to attend and participate in safety meetings or training, when required, and report unsafe circumstances to their supervisor or other specified individual. Employee shall perform all safety duties specific to their position.

Nothing in this position description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

I have read and received a copy of this job description.

________________________________________________________________________
Employee Signature/Date

________________________________________________________________________
Supervisor Signature/Date