girl scouts of montana and wyoming

Kitchen Supervisor – Resident Camp
Position Description

Reports to: Seasonal Camp Manager
Position Status: Full-time, Seasonal
FLSA Status: Exempt
Revision Date: October 2026

Job Summary
The Kitchen Supervisor directs the overall food-service operation of camp including: purchasing, preparation, nutrition, service, sanitation, 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
- Manage the daily operations of the camp food and dining service
  - Oversee the planning and preparation of nutritionally balanced camp meals, snacks, pack-out food, and any special food concerns, not limited to food allergens
  - Ensure the on-time service of camp meals
  - Ensure safe and efficient preparation and serving of camp meals
- Oversee the inventory and coordination of ordering food, equipment, and supplies
  - Maintain inventory of food and household supplies on a weekly basis
  - Plans and works with the Senior Outdoor Program Manager to purchase food and supplies
  - Works within the budget established for the camp food service
- Provide and maintain a safe and healthy kitchen space
  - Ensure routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities to meet Girl Scout standards and state and local health laws in such areas as sanitation, dishwashing, care of food, insect control, and fire safety
  - Inspects kitchen equipment and report repairs, as needed
  - Maintains and enforces appropriate kitchen safety regulations
  - Assists in the opening and closing inventory of camp
- Facilitates a safe environment for participants focusing on mental, emotional, social, and physical health
- Helps with dining hall cleanup, dishes, outdoor cookouts, and oversight of camper nutrition
- Other duties as assigned

Council
- Represents GSMW in a professional manner at all times, modeling behavior consistent with the mission and purpose of Girl Scouting
- Interprets the Girl Scout Leadership Experience philosophy and the council's policies, procedures and standards
- Promotes and assists with Council wide programs, activities, and public relations endeavors
- Optimizes technology to support customer service for volunteers
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scouts message of pluralism and diversity to members of the council

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

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.

- Believe in the purpose and value of Girl Scouting
- 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
- 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 assist the camp community in an emergency (fire, evacuation, illness, injury)
- Possess basic first aid and CPR certification or willingness to obtain
- Possess the ability to resolve conflicts between self and others
- Must be 18 years or older

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 work indoors and outdoors in all types of weather
- Able to adapt to the changing demands of the position
- Able to lift and carry up to 50lbs
- 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 stressors associated with this position. 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.

Core Competencies
Accountability: Acts with a clear sense of ownership. Takes personal responsibility for decisions, actions, and failures. Establishes clear responsibilities and processes for monitoring work and measuring results.
Communication: Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
Innovation: Applies original thinking to improve processes and services.
Integrity and Trust: Widely trusted and seen as a direct, truthful individual. Able to present the truth in an appropriate and helpful manner. Keep confidences and does not misrepresent for personal gain.
Teamwork: Works with and helps others to accomplish goals.

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