



**Job Title:** Seasonal Food Service Director  
**Department:** Program  
**Reports to:** Resident Camp Director

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### **Job Summary**

The Seasonal Food Service Manager is responsible for administering and supervising the food planning, purchasing, preparation, and service for the camp within the framework of Girl Scout and ACA standards, and to see that proper health standards are maintained in the camp dining area and kitchen. The Food Service Manager is responsible for the supervision and management of Food Service Staff. The Food Services Manager will provide a safe, fun, and nurturing environment for campers, and will have a positive attitude toward camp in general. Resident camp employment is seasonal, with dates of employment approximately May – August.

### **Essential Duties and Responsibilities**

1. Follow established procedures for supervising camper health and enforcing all safety regulations.
2. Assume responsibility for health and safety of campers and staff.
3. Maintain positive relations with families, visitors, and the public at all times.
4. Follow all camp rules and regulations and enforce them among campers and staff.
5. Actively participate in staff training and meetings.
6. Work cooperatively with unit, program, and administrative staff to provide an enjoyable environment for all campers.
7. Provide opportunities so that each camper will have a positive camping experience.
8. Participate and instruct campers in emergency procedures.
9. Assist Food Service Staff with meeting both personal goals and those established by the camp for individual growth and development.
10. Respond to and provide opportunities for discussion of individual or group problems or concerns.
11. See that dining room, kitchen, and food storage areas meet Girl Scout and ACA standards and state and local health laws in areas such as dishwashing, care of leftover food, insect control, and fire safety.
12. Supervise the work of the kitchen staff and dish room attendant.
13. Monitor safety and all procedures as they pertain to the complete supervision of Food Service Staff.
14. Prepare and serve meals on time.
15. Plan balanced menus within budget.
16. Place orders using suppliers approved by camp director.
17. Determine cleanliness of dishes, food contact surfaces, and kitchen area.
18. Assess condition of food being delivered, cooked, and consumed.
19. Maintain and supervise dining hall procedures and set and maintain pack-out requisitions/procedures.
20. Coordinate meal planning with special activities such as birthdays, theme events, and parties.
21. Work with health supervisor for campers/staff with special dietary needs.
22. During staff training, instruct staff of their responsibilities to you in the kitchen.
23. Maintain inventories, keep records (menus, meals served, food bought), and make necessary reports.
24. Prepare an evaluation and summary of current camp season including inventories and recommendations for the following camp season.

25. Request appropriate supplies and equipment (with permission and approval).
26. Submit all required paperwork on time.
27. Other duties as assigned or required

## **Minimum Qualifications**

1. Must have current GSUSA membership and be at least 21 years old.
2. Current First Aid and CPR certifications or the willingness and ability to obtain.
3. Hold a current Food Handlers Permit.
4. Minimum of two years' experience as a camp or school food service provider or training in institutional management or equivalent.
5. Ability to use all electrical and/or mechanical kitchen equipment safely and to report dangerous situations to the camp director immediately.
6. Cognitive and communication abilities to keep neat and orderly records.
7. Ability to operate dishwasher and lift dishes to their proper storage location.
8. Ability to model behavior consistent with the Girl Scout Mission, Promise, and Law.
9. Sound judgment and problem-solving skills for dealing with daily issues in a variety of situations.
10. Ability to work effectively with people from diverse backgrounds.
11. Patience to deal with 5 or more people at the same time.
12. Ability to lift and move equipment weighing approximately 25 pounds.
13. Ability to endure occasional exposure to sun, heat, and animals such as bugs, snakes, bats, etc.
14. Physically able to move about the camp property in various environmental conditions.
15. Ability to speak distinctly to communicate with members and staff on the phone or in person.
16. Desire and ability to work with and relate to children and one's peers.
17. Willingness to accept supervision and guidance.
18. Ability and desire to teach and supervise kitchen staff.
19. Act as a team player with the desire to do whatever is necessary to make the total camp program successful.
20. Ability to live in an assigned area with staff for the duration of the camp season.
21. This position is a Safety Sensitive position.