

**Girl Scouts of Central Maryland  
Resident Camp Position Description  
Camp Conowingo**

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**Date:** October 2012

**Title:** **Kitchen Manager**

**Department:** Outdoor Program and Property Services

**Reports to:** Resident Camp Director and/or Outdoor Program Specialist

**Position Summary:** The Kitchen Manager plans, directs and supervises the camp's food service department to provide well balanced and nutritious meals.

**Essential Duties and Responsibilities:**

- Plans and implements menus for groups of up to 250 campers and adults. Menus need to be approved by a Registered Dietician, GSCM, and the Outdoor Program Specialist. Menus due prior to camp, deadline determined by the Outdoor Program Specialist.
- Supervises, trains, and coordinates the food service personnel.
- Schedules food service personnel to ensure proper coverage for each meal, while maintaining appropriate work hours and breaks for each employee.
- Ensures that all health and safety regulations are adhered to, and all health department inspections are passed.
- Maintains the food service so that all costs stay within the allotted budget.
- Orders, receives and stores food and supplies needed for the operation of the kitchen and dining hall; maintain ongoing inventory of food and supplies.
- Ensures that all food invoices are given to the Camp Director, Business Manager, or Finance Department directly after receiving food order to maintain proper payment schedule.
- Assists in planning, coordination, and packing of any needed food and supplies for off-site camps and weekly cookouts.
- Checks weekly with Health Supervisor and Camp Director to receive updated information on campers and staff food allergies and special needs.
- Provides a balanced menu for all campers and staff, especially those with special dietary restrictions throughout summer.
- Works with other food service personnel to prepare, serve and clean-up at meals.
- Supervises dish-washing program to ensure proper sanitation.
- Maintains and implements procedures which uphold **Volunteer Essentials** standards, Maryland Youth Camp Regulations and American Camp Association accreditation standards.
- Attend weekly staff meetings.
- Help maintain campgrounds.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.

**Skills, Education and/or Relevant Experience:**

- Incumbent must be 21 years or older.
- Experience in a camp or institutional food service setting.
- Current State of Maryland Food Handlers Certification.
- Ability to train and supervise other staff.
- Ability to lift, unload and move food and supplies up to 80 pounds.
- Must be able to pass background and fingerprint checks as well drug screening.

**Expectations**

Camp staff work as a TEAM to insure campers and staff enjoy their participation and employment in a fun and safe manner. The following responsibilities are shared by the entire staff:

- Accept and live by the Girl Scout Promise and Law while employed at summer resident camp.
- Use the Promise and Law as guidance in working with campers and staff.
- Serve as a positive role model to the campers and other staff by abiding by the policies, procedures, and rules at camp.
- Respect, appreciate, and accept all people ensuring all campers and staff feel welcome and part of the group.
- Encourage spontaneity in programming and assure that changes conform to established camp guidelines and procedures.
- Be prompt and encourage promptness among campers and staff.
- Consult your supervisor when you have questions, concerns or problems.
- Encourage and set the example for reasonable neatness and cleanliness in camper and staff tents, latrines, shower house, and grounds. Assume responsibility for keeping staff house and staff shower house clean.
- Actively monitor health situations and general hygiene of campers and self and keep the Camp Health Supervisor aware of needs and problems.
- Report any maintenance needs to the Camp Ranger by completing a maintenance request form that cannot be handled on the spot.
- Participate in pre-camp cleaning and set up and post-camp close out as assigned.
- Maintain an alcohol and drug free environment on camp premises.

**The Girl Scout Promise**  
**On my honor, I will try**  
**To serve God and my country,**  
**To help people at all times,**  
**And to live by the Girl Scout Law.**

**The Girl Scout Law**  
**I will do my best to be**  
**honest and fair,**  
**friendly and helpful,**  
**considerate and caring,**  
**courageous and strong, and**  
**responsible for what I say and do,**  
**and to**  
**respect myself and others,**  
**respect authority,**  
**use resources wisely,**  
**make the world a better place, and**  
**be a sister to every Girl Scout.**

**Girl Scout Mission Statement**  
**Girl Scouting builds girls of courage, confidence, and character,**  
**who make the world a better place.**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_