

**Position Title: Food Service Director**  
**Reports to: Camp Director**  
**Classification: Seasonal**



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### **Position Summary**

To further the mission of Girl Scouts Western Oklahoma through the development and management of program, human resources, and strategic operations for the resident camp program. This position works with the Camp Director and the Leadership Team to provide healthy, wholesome meals for all participants and staff throughout the summer season. The Food Service Director is responsible for preparing order requests, preparing food items, serving meals, keep the kitchen and dining hall organized and sanitary. This position supervises other kitchen staff (Cooks, Assistant Cooks, along with any Volunteers), and works with the administration to ensure food service operations and activities are following state regulations, ACA standards, and Girl Scouts Safety Activity Checkpoints.

### **Position Responsibilities**

- Manage the daily operations of the camp food and dining services including coordinating activities between the kitchen and the dining hall.
- Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and pack-out food for a variety of dietary needs including, but not limited to, nut allergies, gluten allergies, vegetarian, vegan, Kosher and lactose allergies.
- Ensure the service of camp meals on time, and ensuring the safe and efficient preparation of these meals by using state and federally mandated safety measures (cooking temps.).
- Oversee inventory of food, and overseeing that deliveries from food vendor are quality and that we get the quantity the organization is getting billed for.\
- Assist in the management and care of the physical kitchen and storage facilities and equipment in all these areas.
- Oversee daily checks of all equipment including but not limited to the refrigerators, freezers, ovens, stoves, and storage areas.
- Supervise and evaluate Cooks and Assistant Cooks under the guidance of the administrative team.
  - Provide regular feedback and guidance to paid and volunteer Kitchen Staff.\
  - Provide recommendations and concerns to the Camp Director regarding staff performance.
- Assist in the training of staff during pre-camp training in the program area you supervise. Provide in-service training to all staff as required.
- Set up, maintain, and shutdown the program area during the camp season.
- Inventory program equipment and recommend action and/or additions to equipment.
- Keep all program supplies in good repair and communicate any supplies that are needed to the administration in a timely manner.
- Work with and communicate clearly with Units to schedule program area time and activities.
- Present and maintain safety and health standards for the program area that are in line with ACA standards and Girl Scouts Safety Activity Checkpoints.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.

- Actively participate and uphold the camps' risk management program.
- Be a role model to campers and staff in your conversations, attitude, and behavior.
  - At all times, demonstrate cooperative behavior with colleagues and supervisors.
  - Follow and uphold all safety and security rules and procedures.
  - Work well both independently and as a contributing member of a team.
- Work well under pressure, meeting multiple and sometimes competing deadlines.

### **Required Abilities and Physical Demands**

- The ability to listen objectively to others, and communicate well in verbal and written English.
  - Strong interpersonal skills and the mindset of a team player.
- The ability to read text and information, and comprehend instructions and manuals.
  - Strong oral and written communication skills in the English language.
- Computer proficiency in Microsoft Office programs including Word, Excel and PowerPoint, as well as data management and internet usage.
- The ability to observe others' actions, assess its appropriateness and apply appropriate behavior-management techniques.
- The ability to enforce appropriate safety regulations and emergency procedures.
- Organized and detail oriented with a proven ability to multi-task and meet strict deadlines.
  - Self-starter, capable of adapting to any work environment.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp environment.
- Must be able to frequently lift and carry items weighing up to 50lbs.
- Physical ability to respond appropriately to situations requiring First Aid. Must be able to assist adults and children in an emergency (fire, evacuation, illness, injury, etc.) and possess strength and endurance required to maintain constant supervision of participants.
- Physical ability to move about the camp property, both on and off trail, in a variety of environmental conditions without assistance.
- **All other duties as assigned or necessary to support the camp as a whole.**

### **Skills and Qualifications**

#### **Education:**

- High School graduate or its' equivalent is required. Bachelor's degree is preferred.

**Qualifications:** Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must also fulfill the following:

- Must be at least 21 years of age. 25+ is preferred
- Ability to live on site May 20<sup>th</sup> – August 10<sup>th</sup> with limited time off.
- Experience in supervising others, specifically peers, is preferred.
- Experience in a commercial kitchen is required
- Knowledge of and experience in ordering, budgeting, family-style serving, usage of cooking equipment and sanitation standards are highly preferred.

### **Certificates, Licenses and Registrations:**

- Current certifications in First Aid, CPR, AED or must be willing to obtain during staff training.
- Current Food Handlers card, or willingness to obtain one prior to arrival at the site.
- Current certification or licensure for operating a kitchen in the state of Oklahoma preferred.
- Must hold a current Driver's License in good standing and have an acceptable driving record.
- Must carry and show proof of 100/300/100 liability coverage on any personal vehicle if it is to be driven and/or parked on site.

### **Additional Job Requirements:**

- Clearance of a background check and drug screen.
- Must become a registered member of the Girl Scouts.
- Ability to work independently, effectively manage time to make deadlines and to solve problems using excellent judgment and decision-making skills.
- Willingness to participate in all camp activities enthusiastically, providing support and guidance to those assigned as leaders.
- Comfortable with driving or willing to learn how to drive 12 passenger vans. Ability or willingness to learn how to drive other types of vehicles (golf carts, trucks, etc.)
- Access to reliable transportation.

Other physical requirements that may be required for this position include standing, bending, stooping, stretching, and moving objects weighing up to 50 lbs. Must be able to work in all weather conditions including but not limited to sun exposure, heat, rain, fog, etc. Requires hand-eye coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.

### **Work Environment**

The employee will work in the kitchen for the majority of each day, and will live on site at Camp E-Ko-Wah near Marlow, Oklahoma. The employee will live and work in close quarters with other staff. The noise level in the work environment varies from moderate to loud; hectic situations can occur due to working with children of all ages. Exposure to outdoor weather and wildlife are expected.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**This is a full time, seasonal position starting at \$350 per week. Certifications and qualifications may increase the weekly base pay, with room and board as part of the compensation package.**

To apply, please fill out the Camp Staff Application at <http://forms.gle/s4HfhNtyGaG1EAySA>. The form must be filled out in its' entirety. Please DO NOT email your resume to us, as we only interview candidates whose application we have reviewed. **Girl Scouts Western Oklahoma is an equal opportunity employer.**

<https://camp.gswestok.org/work-at-camp/>