

**KITCHEN MANAGER – CAMP WABAK**

(Travelers Rest, SC Area)

May 26, 2017 through August 5, 2017

Girl Scouting is the largest organization for girls in the world. Our mission is to build girls of courage, confidence, and character who make the world a better place. Through activities in science and technology, business and economic literacy, and outdoor and environmental awareness, Girl Scouting provides girls with opportunities for fun and friendship while fostering the development of leadership skills and self-esteem.

Girl Scouts of South Carolina – Mountains to Midlands council is the largest organization serving girls in South Carolina. The council has a current membership of 11,800+ girls and 3,000+ volunteers and a staff of 54 (plus an additional 60+ seasonally). With an annual council budget of \$5 million, our service is currently supported through three administrative service centers, five camps, four out-based offices, and three troop program sites.

**POSITION SUMMARY**

The Kitchen Manager will manage and supervise the food planning, purchasing, and preparation for the camp. The incumbent must maintain health and safety standards in the dining hall according to the Girl Scout standards, the American Camp Association (ACA), and DHEC regulations. The Kitchen Manager reports to the Camp Director and oversees the Assistant Kitchen Manager and Kitchen Staff. Experience in supervising and running a commercial kitchen preferred.

**ESSENTIAL REQUIREMENTS**

- Must be at least 21 years with ServSafe certification or documented experience in kitchen management and food safety.
- Experienced with meal planning, ordering food and familiarity with a variety of dietary needs such as allergies, vegetarian, vegan and gluten free menus.
- Experienced in managing an organized kitchen, delegating tasks as needed to assistant cook and aides.
- Able to prepare and serve all meals Sunday lunch through Friday lunch and occasional weekends.
- Experienced in applying key competencies to include strong verbal and written communication skills; ability to make independent decisions; interact effectively with staff and volunteers; and work well with children.
- Individuals who are Bilingual (Spanish) are encouraged to apply.
- Upon hire, must hold personal membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law.
- Position necessitates that all applicants must have personal transportation and ability to drive, preferred possess a valid driver's license, maintain personal auto insurance/meet the council insurance company's requirement for coverage, and submit to drug test and background check.

**RESPONSIBILITIES**

- Oversee and manage the opening, running, and closing of the kitchen and camp.
- Lead the preparation and serving of meals consumed in the dining hall.
- Plan and prepare healthy meals for staff, incorporating staff requests when possible.
- Estimate needs, order, receive and store food products and supplies.
- Coordinate, and participate with staff and other kitchen personnel in food preparation and clean-up.
- Be aware of and plan accordingly for staff and girl special dietary needs and allergies.
- Plan and coordinate with other staff for special events, for camp, and for troop activities.



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- Train staff in food handling and kitchen procedures.
- Maintain the salad bar during lunch and dinner meals.
- Responsible for accurately “packing out” supplies and equipment for cook-out experiences and trip and travel experiences.
- Maintain records of dishwasher and refrigerator temperatures during use.
- Interpret and enforce state, American Camp Association and Girl Scout *Safety Activity Checkpoints* and standards related to food handling and kitchen procedures.
- Ensure dining hall and serving line is ready for guest at the start of the meal time.
- Ensure all dishes are washed, sanitized and put away after every meal
- Maintain inventories, keep records and make necessary reports.
- Participate in overall camp staff training.
- Lead and assist with cleaning the kitchen, dishes, pots, storage areas, etc.
- Prepare an evaluation and summary of current season including inventories, and recommendations for the following season.

### **ENVIRONMENT & PHYSICAL REQUIREMENTS**

- Activities occur both inside (kitchen environment) and outside with employee subject to both environmental conditions to include fluctuating weather conditions (hot, cold, windy, etc.) as well as outdoor exposure to variety of vegetation.
- Ability to stoop, kneel, bend, reach, stand, walk, push, pull, lift, work with fingers, grasp, feel, talk, hear, and perform repetitive motions; and physical dexterity to operate kitchen utensils and equipment.
- Ability to perform light work exerting up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

### **COMPENSATION/BENEFITS**

Potential seasonal earnings may average between \$3,000 up to \$4,000 (daily rate applied) depending on availability (scheduling), experience and any related certifications. Room, board and meals (during scheduled workdays) provided. This is a seasonal position only with no eligibility for benefits.

### **THE COMMUNITIES AND JURISDICTION SERVED**

The Girl Scouts of South Carolina – Mountains to Midlands, Inc. serves 22 counties in the central and western regions of South Carolina. From the Blue Ridge Mountains of the Upstate to the Sandhills of the Midlands, the jurisdiction is well regarded for a low cost of living, a center for automotive and international business, a variety of outdoor activities, and over 30 institutions for higher learning. The jurisdiction is supported by three Service Centers located in Columbia, the state capital, in Spartanburg, and in Greenville, the council’s corporate headquarters and home office for this position.

### **HOW TO APPLY**

This Vacancy Notice will remain active until all position openings are filled. For consideration, please complete an online application by clicking on this link: [Girl Scout Seasonal Employment Application](#).

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