

VACANCY ANNOUNCEMENT

KITCHEN MANAGER – CAMP WABAK

(Travelers Rest, SC Area)

May 31, 2019 through August 11, 2019

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.

If you love the outdoors and love kids, a position at Camp WaBak—our 130-acre residential camp in the northwestern area of Greenville County—might be perfect for you. Our camp staff supervise, and guide girls aged 1st-12th grade as they participate in a wide variety of camp programming including swimming, boating, archery, hiking, tent camping, arts and crafts, cookouts, campfires, teambuilding, and more!

This position typically works Sunday through Friday throughout the summer with a minimum of 24 hours off each week.

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 Safety Activity Checkpoint standards, the American Camp Association (ACA), and DHEC regulations. The Kitchen Manager reports to the Assistant Director of Business and oversees two kitchen assistants.

ESSENTIAL REQUIREMENTS

- Must be at least 21 years with high school diploma.
- **ServSafe certification or documented experience in kitchen management and food safety required.**
- Experience with meal planning, ordering food, and familiarity with a variety of dietary needs such as allergies, vegetarian, vegan, and gluten free menus.
- Supervision experience preferred.
- Must be able to use a computer to timely place food orders, managing inventory.
- Ability to prepare and serve all meals Sunday lunch through Friday lunch (with the exception of Wednesday nights) and occasional weekends and simultaneously have pack-out meals ready.
- Experience applying key competencies to include strong verbal and written communication skills, ability to make independent decisions, effective interaction 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.
- All applicants must submit to drug test and background check.

RESPONSIBILITIES

- Oversee and manage the opening, running, and closing of the kitchen in accordance with state, Girl Scout, and DHEC regulations related to food handling and kitchen procedures.
- Lead the timely preparation and serving of all summer meals consumed in the dining hall.
- Supervise other kitchen employees and delegate job assignments as appropriate.
- Plan and prepare healthy and creative meals for staff, incorporating staff requests when possible.
- Estimate needs, order, receive, and store food products and supplies.
- Accommodate dietary needs of staff and campers including homemade, nutritionally balanced, and varied vegetarian options served at every meal.

- Prepare an evaluation and summary of current season including inventories, and recommendations for the following season.
- Ensure that the kitchen, dining room, and bathrooms are clean.
- All meals provided during shifts. On-site lodging available upon request. Lodging requirements and expectations provided separately. If living off-site, own transportation required.

ENVIRONMENT & PHYSICAL REQUIREMENTS

- Activities occur both inside (un-air-conditioned 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.
- Maintain good personal hygiene and wear the appropriate protective clothing to work in a kitchen, including long pants, closed toed shoes, and hair coverings.

COMPENSATION/BENEFITS

Summer seasonal employment is a unique experience and falls under the seasonal exemption standard categorized as “seasonal amusement or recreational establishment” by the Fair Labor Standards Act (FLSA), the Department of Labor (DOL). ***This exempts the position from federal minimum and overtime wage requirements as we compensate a daily rate plus lodging and meals provided in addition to seasonal earnings during scheduled workdays.*** The potential seasonal earnings for ***this position may be up to \$4,201*** depending on availability, scheduling, experience, and any related certifications. **A seasonal bonus may also be offered at the end of the summer for those who qualify, successfully completing the summer season.** 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: [Seasonal Employment Application - Girl Scouts of South Carolina Mountains to Midlands](#)