



Girl Scouts of Manitou Council
5212 Windward Court Sheboygan, WI 53083
(920) 565-4575

Summer Camp Staff Job Description:
Head Cook

Purpose: Directs the overall food service operation of camp, including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

Responsible To: Director of camp and program

Principal Duties:

- Plan and prepare nutritionally balanced camp meals, snacks, and pack-out food. Based off of meal plans created.
- Clean and maintain all food-service areas, including kitchen, dining hall, and storage.
- Maintain inventory of food and kitchen supplies.
- Order food and kitchen supplies consistent with menus, enrollment counts, and pre-determined budget, ensuring its timely delivery.
- Help with unpacking food/kitchen supplies and restocking refrigerator, freezer, and pantry in a timely manner.
- Maintain high standards of cleanliness, sanitation, and safety.
- Inspect equipment and ensure equipment is repaired as necessary. Report any issues to property manager.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
- Ensure set up of all food, supplies, and utensils for dining hall distribution.
- Ensure food and leftovers are stored at proper temperatures and date-marked appropriately.
- Ensure the preparation and packaging of out-of-kitchen meal options such as bag lunches and cook-out requests.
- Ensure out-of-kitchen meal options include adequate and accurate amounts and variety. Advise staff equipment or preparation materials needed for identified menu choices.
- Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
- Work cooperatively with the health supervisor to ensure all medically necessary dietary needs of campers and staff are planned for and met.
- Work cooperatively with staff to ensure that alternative meals for campers and staff with special food requests are met. Including, but are not limited to vegan, gluten free, and vegetarian alternatives.
- Work with director of camp and program to schedule time off for yourself and kitchen aides.
- Must dress according to State of Wisconsin health laws and Girl Scout standards, including but not limited to hair coverings and food preparation gloves.
- Participate enthusiastically in all camp activities, planning and leading those as assigned.

- Attend pre-camp staff training and regularly scheduled meetings/trainings in order to ensure open and positive communication with all staff; assist in the planning and implementation as needed.
- Assist in units as requested by the director of camp and program.
- Assist with check-in of campers on incoming day and check-out of campers on departure day.
- Assist in the opening, closing, and end of session procedures of the camp.
- Be available to stay at camp on weekends on a rotating basis with other staff to provide adequate supervision, meals, and activities for campers.
- Participate in lifeguard training and complete all certification requirements, as able.
- Help with pool, lake, archery and arts and crafts rentals as needed. If you are a certified lifeguard or archery instructor this will be your main duty. If not a certified lifeguard or archery instructor you will be asked to assist with watching, putting away of boats, and other duties as necessary.
- Complete other duties as assigned by the director of camp and program or property manager.

Qualifications:

- Minimum age: 21 years old.
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, food cost percentages, and institutional kitchen equipment.
- Experience in institutional or large food service setting.
- Ability to work within a budget and purchase supplies efficiently.
- Must be able to obtain or become certified in First Aid/CPR/AED.
- Submit a health history and physical examination form signed by a licensed professional indicating good physical and mental health prior to the first day of camp.
- Accept the beliefs and principles of the Girl Scout Mission, Promise, and Law
- Become a registered member of Girl Scouts of the U.S.A. and pay membership dues
- Must hold or be willing to obtain current certification or license as food manager.
- Submit and pass criminal background check.
- Ability to supervise others and have strong leadership qualities.
- Ability to work with and understand the developmental needs of youth of all ages levels.
- Have a genuine liking, interest, and experience with working with children.
- Ability to relate to youth and adults in a positive manner.
- Display enthusiasm, flexibility, objectivity, and maturity of judgment.
- Ability to place needs of girls and camp above personal desires.
- Ability to manage time effectively, work independently, and handle several projects at the same time.
- Ability to work in a camp setting and appreciate the outdoors.
- Camp and/or leadership experience preferred.
- Good judgment and ability to prioritize and problem solve under high stress situations.
- Valid driver's license, insurance, and access to vehicle preferred.

Essential Functions of Job:

- Ability to observe camper & staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- Must be able to react and respond to pre-set procedures in emergency situations involving campers and staff, including but not limited to fire, evacuations, illnesses, or injury.
- Must possess strength and endurance required to assist in supervision of campers.
- Physical ability to operate kitchen equipment according to safe recommended methods.
- Must be able to endure prolonged standing, bending, walking long distances, hiking, daily exposure to sun, heat, and other weather conditions, animals, and bugs.
- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities.
- Determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to lift and carry 50 pounds, including unloading food, carrying trays of dishes, and lifting supplies and equipment as needed.