

# Kitchen Manager

## Job Details

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**Job Location:** Dale Earnhardt Environmental Leadership Campus at Oak Springs

**Job Start and End Dates:** June 15<sup>th</sup>-August 1<sup>st</sup>, 2025

## Description

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### Girl Scouts Hornets' Nest Council

**Job Title:** DEELCOS Kitchen Assistant

**FLSA Status:** Seasonal Staff Summer Camp Staff

**Department:** Resident Camp

**Reports to:** DEELCOS Kitchen Manager and Director of Outdoor Programming

**Location:** Statesville, NC

**Number of positions:** 1

**Weekly Rate:** \$800

**Job Purpose:** Kitchen Staff are responsible for the preparation of three meals per day for approximately 70-100 campers and adults. Kitchen staff will enhance the resident camp experience through positive interactions with campers and staff, prompt and high-quality food preparation, and flexible assistance when needed in food-based programming. Manage and supervise the menu planning, purchasing, and preparation for the camp. Maintain health and safety standards in the dining hall according to Girl Scouts, the state of North Carolina and the American Camp Association (ACA) standards.

### Essential Functions

- Menu Planning for 70-100 campers and adults for 7 weeks over the summer.
- Ordering food and marinating food service budget.
- Maintaining a sanitary kitchen
  - Washing pots and pans
  - Cleaning stove, sinks, and work areas
  - Seeing that food is properly stored and dated
- Helping with end-of-season inventory, cleaning, and storage.
- Supervising packing and distribution of food for cookouts and special occasions.
- Supervising kitchen staff.
- Prepares meals according to posted menus.
- Ensures the harmonious running of the camp by providing quality meals on time for all campers and staff.
- Performs other kitchen duties, including but not limited to: washing and putting away dishes, cleaning the kitchen, ensuring food storage areas are clean and organized, preparing cook out supplies.
- Meets the dietary needs of campers and staff with alternatives that are as close to the main menu as possible.
- Follows Health Department food handling requirements for food preparation and food storage standards.

- Maintains the kitchen, dining hall, food storage areas, and equipment and ensures all areas or items are in good working order, clean, and ready for use.
- Informs the Director of Outdoor Programming of needed food and housekeeping supplies, helping keep inventory.
- Maintaining effective working relationships with staff and creating harmonious relationships with campers, parents, and staff.
- Assisting with daily, weekly, and end of season camp cleaning responsibilities of the kitchen.
- Manages camper behavior, enforcing appropriate safety regulations and emergency procedures, and applying appropriate behavior-management techniques.
- Ensures camp is providing quality and safe meals for all campers by following all policies, procedures, protocols, and health and safety standards of GSHNC, American Camp Association, Health Department, and Safety Activity Checkpoints
- Be a role model to campers and staff in attitude and behavior.
- Engages in problem-solving skills, by clarifying desired information, researching, locating and delivering findings and solutions.
- Displays professional demeanor, and integrity at all times.
- Maintains strict confidentiality and professionalism when handling sensitive information.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Adheres to the policies of the Girl Scouts Hornets' Nest Council and promotes Girl Scouting in a positive manner to the public as well as to all internal and external customers.
- Performs other duties or assists other projects as assigned.
- Does not have to reside on camp property overnight, but housing is available if desired.

## Qualifications

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### **Required Qualifications**

- Must be at least 21 years of age by June 15, 2025.
- Current Food Handlers Manager Certification or ability to get certified by camp start required.
- Adherence to all Personnel Policies for Seasonal Camp Staff.
- Exhibits good judgment and risk management assessment skills.
- Ability to work with, communicate with and teach children ages six through seventeen.
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.

### **Preferred Qualifications**

- Meal planning and food purchasing for groups.
- Experience in quantity cooking preferred.

## **Physical Requirements**

- Frequent sitting, standing, walking, bending and twisting upper body.
- Capable of lifting up to 50lbs.
- Ability to stay on feet for several hours a day.
- Strength and endurance are required to maintain constant supervision of the kitchen.

## **Environmental Demands**

- Continuous outdoor activity and exposure to weather
- Willingness to live in a camp setting and work irregular hours with limited equipment and facilities, with daily exposure to sun, heat, and insects.
- Willingness to work in camp facilities that may not have AC.
- Frequent work under stress and under pressure of deadlines with overlapping projects.
- Continuous requirement for professional demeanor and appropriate camp staff attire.
- Continuous work as a team member and ability to work independently with some supervision.

**Important Note:** The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of all responsibilities, duties and capabilities required of a person employed in this capacity. Job descriptions are subject to change at the discretion of the Girl Scouts Hornets' Nest Council.

Girl Scouts Hornets' Nest Council is an Equal Opportunity Employer.