



Camp Chief Little Turtle Position: **Kitchen Manager**



Camp Chief Little Turtle is home to the Anthony Wayne Area Council, Boy Scouts of America. Each year its 1200 acre wilderness is transformed into a full program experience for Scouts BSA and other youth organizations around the Midwest. Through quality programming and a highly trained staff, our camp is sure to bring kids of all ages and their adult leaders unforgettable adventures! We are searching for outgoing individuals, who have a passion for leading youth through an incredible youth leadership training program in an outdoor setting! Summer camp lasts from early June through late July, and our staff truly becomes a second family.

Requirements:

- Must be 21 years old.
- Must hold ServSafe Manager certification (in compliance with NCAP standards)
- Participates in pre-camp meetings and staff training week.
- Must be willing to provide year round assistance in planning of camp business related to the kitchen.

Responsibilities:

- Reports directly to the Camp Director
- As a staff member, do their part for the character building process in Scouting and constantly be aware of the example they are setting for the campers.
- Maintain orderliness and cleanliness of the kitchen and dining hall.
- Cook, prepare, and serve all meals as needed.
- Assist in stocking/receipting food/supplies.
- Serve as the supervisor and staff leader of the dining hall staff to include: Hourly Kitchen Personnel, Dining Hall Steward, Kitchen Assistants, and all other persons as assigned.
- Maintain the kitchen and dining hall area to any local, state, federal, and BSA requirements.
- Maintain a weekly/session inventory of all food and submit to the Camp Director.
- Evaluate the kitchen operation and implement changes to meet needs.
- Meet with the Camp Director periodically to evaluate the kitchen operation.
- Take part in all staff meetings as requested.
- At the end of the season, submit a complete report and inventory to the Camp Director.
- Adhere to the camp food and kitchen salary budget.
- Work with the Camp Director to set a camp menu prior to the start of camp.
- Adhere to the Camp Staff Code of Conduct.
- Ensure that all meals served are healthy and well portioned.
- Assist in selecting, training, supervising, and evaluating all staff responsible to the Kitchen Manager.
- Do your part to adhere to the camp staff mission statement and vision of camp.
- Perform periodic performance reviews of all staff assigned. Make recommendations to the Camp Director to improve performance and lower costs associated with operations of the kitchen.
- Carry out all other duties as assigned by the Camp Director.

Print: _____

Signed: _____

Date: _____

Camp Chief Little Turtle, 2282 W 500 S, Pleasant Lake, IN 46779