

<b>JOB TITLE:      Food Service Director</b>
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**JOB SUMMARY:**

- 1) A key member of the Camp Oljato Management Team. Be alert to any opportunity to improve the program and management decisions of Camp Oljato
- 2) Supervise all aspects of camp food service, including food service staff, meal planning, purchasing, compliance, and cleaning. Maintain food service facilities in accordance with all BSA, local, state, and federal standards and laws
- 3) Provide healthy, quality, on-time food service, following an approved meal plan
- 4) Responsible for the daily maintenance and cleaning of the kitchen and dining facilities including dish washing
- 5) Ensure efficient service of quality meals to participants and staff
- 6) Conduct ongoing evaluation of all overseen staff and arrange on-going training for them.
- 7) Conduct mid-season and end-of-season performance reviews of all overseen staff and provide a summary and recommendations for rehiring Food Service staff
- 8) Provide outstanding customer service
- 9) Work with other staff to provide to each camper the best possible camp experience
- 10) Serve as a Scouting role model to staff and units
- 11) Live onsite at Camp Oljato for the duration of employment

**PRINCIPAL RESPONSIBILITIES:**

- 1) Provide appropriate training for all Food Service Staff
- 2) Prepare all meals in compliance with all BSA and governmental health standards. Meals should be appetizing and in adequate quantity for staff and participants. Prepare a menu in advance of camp to be approved by a licensed dietician
- 3) Serve hot and on-time meals in accordance with the Camp Oljato Program schedule(s)
- 4) Ensure there is adequate food available for staff during times when the kitchen is not preparing meals
- 5) Maintain clean and sanitary dining facilities, kitchen, dishes and cooking utensils
- 6) Take care with the resources of the camp program and limit food waste. Maintain security of kitchen and other food storage areas.
- 7) Ensure adequate supplies and food are ordered on a regular basis from suppliers. This includes conducting accurate inventories and properly receiving all food supplies
  - a) Provide an inventory during staff week to the Camp Director. Provide an end-of-season inventory and needs list for the next season to the Camp Director prior to departing camp.
  - b) Submit to the Camp Director any area needs or orders in a timely manner
- 8) Participate in pre-camp meetings, staff development weekends and staff week training
- 9) Participate in camp staff meetings
- 10) Work with other staff to ensure clear communication and cooperation in delivering outstanding programs
- 11) Coordinate food supplies for outpost cooking, patrol cooking and special programs
- 12) Ensure correct storage of food products
- 13) Ensure that the Hot and Cold charts are completed three times each day for all applicable equipment
- 14) Supervise other staff assigned to kitchen and direct serving staff to use proper Serve Safe food handling procedures
- 15) Create Food Service schedules and staffing needs in advance for adequate coverage
- 16) Evaluate the food service effectiveness and implement changes as needed
- 17) Notify the camp director of any need to correct and discipline any member of the staff. Keep accurate records of any such incident
- 18) Participate in Camp-Wide activities as able and directed
- 19) Coordinate time off so that a qualified person can cover all assigned duties
- 20) Complete an End-of-Season report – including accurate inventories – and update the Food Service Director Procedures Manual prior to departing from camp
- 21) Follow and enforce BSA, Pacific Skyline Council, and Camp Oljato policies as well as any applicable laws

\*These items are required by the incumbent's report date and must remain current through the term of employment.

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**QUALIFICATIONS:**

- 1) 21 years or older
- 2) Previous camp experience preferred
- 3) Previous experience with institutional cooking
- 4) Current certification in *American Red Cross CPR/AED for Adults* or equivalent\*
- 5) Current certification in *American Red Cross Standard First Aid* or equivalent\*
- 6) Current certification as a food safety manager from an accredited organization pursuant to section 113947 of the California Retail Food Code\*
- 7) Maintain a current and valid driver's license in your state of residence and complete a Pacific Skyline Council driver's training course if needed
- 8) Have knowledge of proper and required sanitation practices. Maintain high standards of cleanliness, both personal and with staff assigned to the kitchen
- 9) Able to work safely and efficiently with normal institutional cooking equipment such as mixers, convection ovens, grills, etc.
- 10) Ability to understand direction and work with camp management with minimal supervision
- 11) Friendly and customer service oriented with leaders and staff
- 12) Punctual and dependable
- 13) Ability to manage seasonal staff and gain respect and support of the staff
- 14) Ability to look ahead and forecast needs
- 15) Be a registered member of the BSA\*

**POSITION REPORTS TO: Camp Oljato Director**

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Signature

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Print name

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Date

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