

# GIRL SCOUTS OF THE DESERT SOUTHWEST

## JOB DESCRIPTION

---



**Position Title:** Kitchen Manager  
**Department:** Mission Delivery  
**Reports To:** Director of Girl Experience (Camp Director)  
**Pay Range:** \$190 - \$225 / Week  
**FLSA Status:** Seasonal Position—at Camp Mitre Peak

---

### SUMMARY

The Kitchen Manager is responsible for preparing nutritious meals, ensuring health standards are met and accommodating any food allergies and restrictions for campers and staff. They will work with our culinary team to plan meals, track inventory and place food orders.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Kitchen provides three meals per day
- Develop and prepare nutritious meals and snacks for staff and campers in camp kitchen
- Sets up and prepares kitchen for summer season
- Collects orders from unit planned meals. Prepares supplies for units to cook outdoors
- Estimates food needs, assists in food orders. Receives and inventories food items
- Ensure health standards are maintained in the kitchen and dining areas
- Works with established budget to meet the dietary guidelines of the camp staff and campers
- Develops sound relationships with staff and campers
- Maintains and supervises housekeeping, sanitation, care of supplies and equipment
- May be asked to work up family, troop, mother/daughter and father/daughter camping sessions
- Set a good example for campers and staff in terms of cleanliness, punctuality, manners, appropriate language, appropriate attire, etc.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Report suspected child abuse to Camp Director immediately
- Comply with personnel policies
- Subscribe to the mission and beliefs of the Girl Scouts of the USA by becoming a member if not already a member

### Qualifications

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### A. Education and/or Experience

- 1+ year experience in kitchen setting (cafeterias, schools, etc.)
- Texas State Food Handling License required prior to first day. State Food Manager's license preferred
- Experience working in fast paced kitchen
- Flexible in planning. Adapting to dietary needs of campers.

- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Must submit health physical and health history record prior to first day of work.
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- Must be at least 21 years old
- Excellent communication skills

**B. Certificates, Licenses, Registrations**

- Valid Driver's License and Girl Scouts membership required.

**B. Language Skills**

- Excellent, effective English language abilities, both oral and written.

**C. Reasoning Ability**

- Demonstrated reasoning ability, in order to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven ability to work in a collaborative, service-focused environment.
- Strong analytical skills, as well as problem-solving and conflict management capabilities.

**E. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this Position.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to give presentations in front of large groups.
- Ability to give and receive information by telephone and in person.
- Ability to sit upright for extended periods of time.
- Ability to occasionally climb or balance; and stoop, kneel, crouch, or crawl.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance and meet the council insurance company's requirements for coverage.
- Ability to work and reside at Camp Mitre Peak, which is at approximately 4,000 feet, including but not limited to, hiking, biking, standing, cooking, uneven terrain and other such outdoor elements.
- Ability to work in the heat, sun, rain.
- Other demands, as determined by the council.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position functions primarily out of Council's Camp Mitre Peak, which is a hilly property at 4,000 plus feet. Camp Mitre Peak is subject to extreme temperature and wind.

#### **Other Working Conditions**

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

#### **Girl Scout Core Competencies:**

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

*Revised: 12.09.2021*