



## Job Description: Kitchen Manager

**Essential Functions:** The Kitchen Manager is responsible to the Business Manager and/or Camp Director for the smooth, effective, and the safe operation of the Dining Hall, at all times. The Kitchen Manager should be organized, efficient, and capable of operating within the food service budget. The Kitchen Manager should be capable of performing both food preparation and managerial duties.

- The overall supervision of the Dining Hall and supervision and training of personnel. This will involve the delegation of duties to the various members of the Dining Hall Staff
- Preparing lists of food supplies to meet established menus, and assisting the Camp Director in ordering the needed food supplies
- Preparing food and supervising the work of the Shift Cooks so that food is served attractively and on time. This Kitchen Manager is responsible for appropriate menus, recipes, and quantities. The Kitchen Manager should also help Dining Hall Staff members efficiently use their time and develop work schedules for Dining Hall
- Maintaining adequate quantities of janitorial and sanitation materials in the Commissary for use in the Dining Hall and throughout the Camp. This is done in cooperation with the Business Manager
- Overseeing proper operation of dishwashing procedures and regular cleaning of the kitchen and Dining Hall. The Dining Hall and kitchen must be kept clean at all times
- Supervising the work of the Dining Hall Staff.
- Monitoring refrigeration units and other commissary equipment, and reporting any malfunctions to the Camp Director or Camp Ranger immediately.
- Maintaining kitchen records required by BSA standards and state law, e.g., “Keep it Cold” charts for refrigeration units and “Keep it Hot” Charts for the dishwasher(s)
- Working with the Camp Director to maintaining current and accurate records of all Camp food inventories and use. From these records food costs per camper per week can be calculated (and adjusted if necessary) and appropriate food orders can be prepared
- Working with the Business Manager to ensure that sufficient and appropriate food is available for Staff members.
- Working with Program Staff as required to provide necessary food and equipment for various program events, such as Pe@k programs, overnights, Commissioner demonstrations and special events. This will involve setting up procedures by which program Staff members can clearly communicate such needs, and helping them to understand the procedures
- Supervising the packing and issuance of food to troops choosing to cook in their





campsites

- Writing a complete report on the operation of the Dining Hall operation, and submitting it to the Camp Director before the end of the camp season
- All other Duties Assigned

