

## SONOMA DAY CAMP VOLUNTEER JOB DESCRIPTION

**POSITION:** KITCHEN MANAGER

**REPORTS TO:** PROGRAM DIRECTOR

**PURPOSE:** The Kitchen Manager will plan, direct and implement program for all camp food needs and instruct in outdoor cooking program.

### **PRINCIPAL DUTIES:**

- Ensures camp adherence to GSUSA program standards and council program policies.
- Works with program director to implement program ideas/schedule.
- Sets up the camp kitchen assesses equipment area during staff training.
- Teaches and monitors proper use of equipment.
- Conducts initial and end-of-camp inventory, cleans and stores equipment for safety.
- Recognizes and responds to opportunities for problem-solving in the group.
- Helps each participant meet the goals established by the camp for camper development.
- Evaluates current camp program and makes suggestions for following seasons.
- Prepares for and actively participates in staff training.
- Completes other duties as assigned.

### **QUALIFICATIONS:**

- 21 years old or older, a registered Girl Scout Adult (male or female),
- GSNorCal Security Cleared / Background Checked
- Able to withstand the day to day rigors of meal preparation and long hours in the kitchen.
- Knowledge of standards of food preparation and serving, and kitchen procedures
- Ability to prepare foods for special groups (i.e., people with eating disorders, diabetic, vegetarian, etc) as needed
- Experience cooking for large groups.
- Desire to work in a camp kitchen. Ability to maintain equipment in excellent working condition
- Ability to teach and guide girls and parents
- Ability to learn tasks assigned. Ability to accept supervision. Ability to work well with others.
- Good time management and organizational skills
- Knowledge of Girl Scout program and safety practices or willingness to learn
- Previous experience working with children in a group setting desired
- Ability to lift and carry 40-50 pounds
- Willingness to register as a Girl Scout member (if not already)
- Willingness to comply with the council's volunteer application policy
- Willingness to fill out/sign all required camp forms (volunteer agreement, health form, etc.)