

POSITION DESCRIPTION

TITLE: Food Service Coordinator
REPORTS TO: Camp Director
CLASSIFICATION: Seasonal, Exempt

SUMMARY

Oversee management of food service operations including the planning of nutritional menus, overseeing food preparation and maintaining inventories.

ACCOUNTABILITIES

- Create nutritional menus and prepare all meals accordingly.
- Ensure compliance with all health code standards and food handling regulations.
- Train, supervise, and manage assigned staff. Arrange schedules and time off. Conduct performance evaluations for assigned staff as required.
- Manage inventory and record keeping. Compile a weekly food purchase order.
- Properly receive and put away food orders promptly.
- Shop weekly for small quantities/specialty foods that are unable to be ordered.
- Follow menus and make changes to utilize leftovers.
- Record quantities, types and preparation methods of food served.
- Coordinate the preparation and packing of cookout and other food requisitions. Arrange for snacks, special events and cleanliness as assigned.
- Evaluate current season and make suggestions for the following season.
- Clean and prepare food service areas for use. Close kitchen at end of camp season.
- Participate in all required training.
- Act as a positive role model and engage in activities with campers and staff.
- Demonstrate enthusiasm, creativity, flexibility, cleanliness, punctuality, sharing kapers, sportsmanship and table manners.
- Comply with all federal, state, GSCCC and GSUSA risk management policies and procedures to ensure the safety of girls and integrity of the Girl Scout Leadership Experience.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity and safety.

EDUCATION, EXPERIENCE & CERTIFICATIONS

- Supervisory experience required.
- Food Handlers certification required.
- Food Managers certification preferred.
- Experience in cooking and food preparation for large groups required.

ADDITIONAL QUALIFICATIONS

- Minimum age: 18 (21 preferred)
- Ability to read and interpret menus, weights and measures.
- Ability to lead and motivate a high performing team.
- Demonstrate a commitment and ability to interact with diverse populations and positively resolve conflict.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Ability and willingness to work with various age groups 6-17 years of age.
- Subscribe to the principles of the Girl Scout Movement and become a registered member.
- Successfully complete background check.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Visual, auditory, cognitive and physical abilities to identify and respond to hazards
- Ability to lift 30 lbs.
- Willing to live and work in an outdoor environment with exposure to heat, sun, rain, uneven terrain and other elements.

The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of Council operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scout Council of Colonial Coast are employees "at-will". I have read and understand the responsibilities and requirements of this position.

Employee Signature/Date