



Job Description: Dining Hall Manager

Essential Functions: The Dining Hall Manager reports to the Camp Director. The Dining Hall Manager manages the Dining Hall Staff to ensure all operations in the Dining Hall are smooth, effective, and safe. The Dining Hall Manager should be organized, efficient, and capable of operating within the food service budget and should be capable of performing both food preparation and managerial duties.

Compensation: \$500-\$600 per week depending on experience.

Summer Camp Dates: June 4-11, 2022, and June 19-July 19, 2022.

To apply please send your resume to Kimberly.Morrison@Scouting.org

Principle Responsibilities:

- The overall supervision of the Dining Hall and supervision and training of personnel. This will involve the delegation of duties to the Dining Hall Staff.
- Summer Camp Dates: June 4-11, 2022, and June 19-July 19, 2022.
- Preparing lists of food supplies to meet established menus and ordering food from approved vendors.
- Preparing food and supervising the work of the staff to make sure the food is prepared on time.
- Responsible for coordinating the menu, recipes, and quantities in accordance with the approved summer camp menu.
- Develop the schedules of the Dining Hall Staff work schedules to ensure the Dining Hall is staffed adequately.
- Oversee proper operation of dishwashing procedures and regular cleaning of the Dining Hall.
- Supervise the work of the Dining Hall Staff.
- Monitor refrigeration units and other equipment and reporting any malfunctions to the Camp Director or Camp Ranger immediately.
- Maintaining kitchen records required by the BSA and state law e.g., “Keep it Cold” and “Keep it Hot” charts for units in the Dining Hall.
- Maintain current and proper records of all Camp food inventories.
- During the end of summer camping season, complete a written close-out report of the Dining Hall that should include inventory of all equipment, including condition of the equipment and recommendations for next year’s supplies. Report should be submitted to the Camp Director.
- All other duties assigned.