

<b>Job Title:</b>	Kitchen Coordinator	<b>Reports To:</b>	Camp Director
<b>Department:</b>	Outdoor	<b>Travel Required:</b>	Minimal
<b>Location:</b>	Camp Linden- Linden, MI Camp Merrie Woode- Plainwell, MI Camp O'The Hills – Brooklyn, MI	<b>Status:</b>	Seasonal
<b>Salary:</b>	\$80 per day (position requires a 6-day workweek at Linden and Plainwell locations; 3 day workweek at Brooklyn location)	<b>Date Posted:</b>	February 14, 2019

**To apply please include a cover letter, resume, or employment application. Applications accepted by:**

**Subject Line:** Kitchen Coordinator- Preferred location  
**Email:** [camplinden@gshom.org](mailto:camplinden@gshom.org) or [campmerriewood@gshom.org](mailto:campmerriewood@gshom.org) or [campothehills@gshom.org](mailto:campothehills@gshom.org)  
**Website:** <https://www.gshom.org/en/our-council/careers.html>  
**Fax:** (269)492-1439

**MAIL: HR – OUTDOOR DEPARTMENT**  
 Girl Scouts Heart of Michigan  
 Subject Line: Kitchen Coordinator –  
 601 W Maple  
 Kalamazoo, MI 49008

**Job Description**

**POSITION SUMMARY/OBJECTIVE**

To plan and provide nutritious, well-prepared meals; which are served to all campers, staff, and guests. To ensure that the kitchen is following all applicable commercial kitchen guidelines set forth by the State of Michigan and American Camp Association.

**ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee daily operations of the camp's food service.
- Prepare and cook food as the menu indicates utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies.
- Prepare foods including washing and peeling.
- Bake breads, pastries, muffins, etc.
- Set up food, supplies, and utensils for dining hall distribution.
- Store food and leftovers at proper temperature.
- Plan the weekly menu and place the weekly food order.
- Plan the menu for each day of camp. Taking into account any allergies or dietary restrictions
- Communicate with the Camp Director to make sure food orders are within budget.
- Organize weekly food requests for outdoor cooking. Order any food needed to full request and work with the food service team to put together boxes for each unit.
- Oversee routine sanitation of the kitchen and related equipment.
- Clean and maintain all food-preparation and storage areas.
- Supervise the cleaning of prep, serving, and dining hall dishes.
- Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
- Work as a member of a food service team.
- Coordinate schedule and job tasks with kitchen assistant.
- Supervise or direct the work of the kitchen assistant.
- Other duties as assigned.

**EDUCATION/QUALIFICATIONS**

- Experience in cooking for large groups in commercial kitchen or food service setting.
- Prior experience using industrial kitchen equipment

- Prior experience with menu planning and budgeting
- ServSafe Food Manager Certification
- Must be 21 years of age or older at the time of employment
- Must be willing to become a member of Girl Scouts.
- Must be able to pass State and National background check.
- Knowledge of standards of food preparation, serving, storage, and kitchen sanitation procedures.
- Knowledge of current health and safety laws and practices.
- Knowledge of and experience in menu planning and food preparation for special dietary restrictions.
- Ability to lift and carry 50 pounds including unloading food, supplies, and equipment as needed.

#### **COMPETENCIES**

- Time Management
- Flexibility
- Customer Focus
- Leadership
- Stress Management

#### **WORK ENVIRONMENT**

Operates in professional camp environment within the kitchen area. Kitchen is housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer, and chef's knives. The employee is frequently exposed to heat, steam, fire and noise. This position will interact with other employees employed outside of the kitchen and campers on a daily basis. Will spend a majority of hours each day standing.

#### **WORK SCHEDULE**

- Position requires flexibility with schedule. Typical schedule is Sunday through Friday at Plainwell and Linden locations. Typical schedule is Friday to Sunday at Brooklyn location.
- Position requires living on site and working evenings

#### **SUPERVISORY RESPONSIBILITY**

This position oversees the Kitchen Assistant(s).

#### **COMPENSATION**

- Room and board
- \$80 per day (position requires a 6-day workweek at Linden and Plainwell locations; 3-day workweek at Brooklyn location)

#### **LOCATION EMPLOYMENT DATES**

Camp Merrie Woode: June 14<sup>th</sup> through August 26<sup>th</sup>, 2019

Camp Linden: June 14<sup>th</sup> through August 26<sup>th</sup>, 2019

Camp O' The Hills: June 1<sup>st</sup> through August 26<sup>th</sup>, 2019

#### **EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

#### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_