



## Greater Colorado Council – McNeil Scout Ranch

|                                 |  |                            |                                       |
|---------------------------------|--|----------------------------|---------------------------------------|
| <b>Job Title:</b>               | Food Service Director                  | <b>Property:</b>           | McNeil Scout Ranch at Peaceful Valley |
| <b>Camp/Department:</b>         | Operations                             | <b>Salary Level:</b>       | Based upon current salary chart.      |
| <b>Location:</b>                | 22799 N. Elbert Rd<br>Elbert, CO 80106 | <b>Staff Supervisor?:</b>  | Yes                                   |
| <b>Reports to:</b>              | Ranch Director                         | <b>Certifications Req:</b> | No                                    |
| <b>Will Certify Applicant?:</b> | Not Required                           | <b>Driving Required?</b>   | Yes                                   |

### Job Summary

Manage the overall operations of the food service department. Tasks include ordering, taking inventory and rotating product and manage staff including scheduling. Ensure nutrition and diet needs are met of campers and staff. Ensure meals are delivered correctly, in proper quantities, and on time to campers.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Supervise personnel assigned to the kitchen and food service operations. Train, coach and evaluate direct report staff.
- Order all food and non-food items (excluding cleaning chemicals) needed for use in the camp kitchen(s) that meet the needs of the menu and diets. Keep accurate inventory, prevent over-ordering and rotate stock. Stay within allotted budget. Calculate needs based upon inventory and upcoming participant and staff numbers.
- Work with the camp Business Manager on proper invoice submitting procedures and other financial paperwork.
- Ensure meals and snacks are ready on time and prepared in proper quantities.
- Follow menus closely, making substitutions only when necessary or items are unavailable. Follow all approved recipes, do not deviate from standard and approved menus and recipes.
- Manage the Special Diets Cook to ensure special diets are prepared and served properly. Prevent cross-contamination when possible.
- Maintain food service paperwork. Maintain temperature logs.
- Through the Dining Hall Steward, work to ensure campers diets and needs are met. Work with the Dining Hall Steward on proper serving of food items and correct portions.
- Manage the Special Diet Request Form. Answer questions from campers and parents and work to ensure needs are met. Ensure accurate lists are provided to cooks each session.
- Communicate with customers and vendors through email and phone communications. May include pre-season communications.
- Manage and maintain cleanliness of kitchen and dining areas including coolers, freezers, dry storage, restrooms, ovens, dishwasher, seating area, food service lines and all other parts of the kitchen and dining room. Ensure health standards are met or exceeded.
- Manage the set up and take down of food service areas. Assist in the set up and take down of all other camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

### **CERTIFICATIONS & REQUIRED TRAINING**

- ServSafe Manager (Provided by the Council if needed)
- ServSafe Allergens (Provided by the Council if needed)
- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Council Management

### **REQUIRED FOR THE JOB**

- Must be able to read, speak and write the English language
- Must be able to lift 50lbs.
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 21 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have a valid driver's license and history insurable by the insurance company
- Must have reliable transportation to and from the work site on assigned days and times in an area without public transportation or ride-share service.
- Two years working in food service is required.
- One year managing other employees is required.
- Experience in a summer camp environment preferred but not required.

### **DIRECTLY SUPERVISES**

- Chef, Cooks, Special Diet Cooks, Dishwashers, Dining Hall Steward

### **ADDITIONAL NOTES**

- This position is responsible for serving an average of 18 meals per week, 1,500 meals per day.