

## **Girl Scouts of Connecticut**

**Position Title:**               **Food Service Assistant**

**Reports To:**                 **Food Service Supervisor**

**Type of Camp:**             **Resident**

**Location:**                 **To Be Determined**

### **POSITION SUMMARY:**

This position is responsible to further the mission of camp through planning and delivery. Assists with food service operations, plans and prepares meals. Assists in the physical operation of the kitchen facilities and equipment.

### **MAJOR ACCOUNTABILITIES:**

- Assists in the camp administration and camp to coordinate the kitchen and food service schedules. Works cooperatively to facilitate general camp operations.
- Ability to model behavior consistent with the Girl Scout Mission, Promise, and Law.
- Plans and prepares healthy and nutritious meals for campers and staff.
- Ensures cleanliness and infection control guidelines are maintained. Maintains the kitchen and dining hall in a clean sanitary manner.
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- Works cooperatively with other staff to provide help with meal planning and cooking for packouts/ cookouts, trails and trips, and special events/ activities.
- Maintains health and safety standards for campers, food service staff and self. Reports accidents and files incident reports promptly.
- Keeps records, reports, orders and inventories food and supplies for the dining hall.
- Reports needed repairs of equipment and facilities to the facilities department.
- Helps set up and maintain procedures for food service requisitions.
- Assumes responsibility for the care and use of food service equipment, storage and other supplies used.
- Participates in regularly scheduled meetings and trainings in order to ensure open and positive communication.
- Participates in opening and closing procedures of the camp season.
- Assist the campers in emergency situations.
- Keeps the Food Service Supervisor and food service staff informed on activities, problems and concerns on an ongoing basis.
- Assure the maintenance of professional camper/staff relationships.
- Knowledge of pluralism and diversity issues and ability to effectively communicate and work with all people to encourage full participation in Girl Scouting.
- Other duties as assigned.

### **SKILLS AND COMPETENCIES:**

High School graduate or its equivalent. 18 years or older is preferred.

ServSafe certification or equivalent preferred.

The ideal candidate will possess experience in developing and delivering food service options in a prior camp or institutional setting. The candidate must have documented experience working in an industrial kitchen. The candidate must show willingness to abide by the policies and practices of the Girl Scouts of Connecticut, Inc. The candidate must be a member of the Girl Scouts of America.