

FOOD SERVICE DIRECTOR

Job Title: Food Service Director

Department: Food Service

Reports to: Council Executive

Salary Grade: \$15.00/Hour with On-site Housing Provided (Private)

JOB PURPOSE: The Food Service Director has responsibility for all Kitchen, Dining Hall, & Commissary operations including meal planning, menu item selection with food provider, determining quantity of ingredients for each meal, cooking, serving, and clean-up. They work closely with the Commissary Manager to make sure all necessary ingredients and quantities are on hand for each meal. They are a member of the Camp Administrative Team.

JOB RELATED STATISTICS:

of Direct Reports: 4

of Total Staff: 4 (Will also have 2-3 volunteers)

of Scouts (weekly): 200

JOB DUTIES: The Food Service Director oversees all Kitchen, Dining Hall, & Commissary functions of the Camp, ensuring compliance with National Standards, Council policies, and all Federal, State, and County Health Department regulations. The Food Service Director is a positive role model for all Staff, Unit Leaders, and Scouts. In addition, they are responsible for (1) explaining & enforcing Camp policies and procedures, (2) ensuring all participants get a healthy, quality meal with all planned menu items and sufficient quantity to be satisfied, (3) overseeing the Kitchen including determining menu items, cooking / serving procedures, safe food handling procedures, safe storage of food prior to serving, and good Staff personal hygiene, (4) safe storage of any leftovers in the kitchen after serving and proper disposal of any food that has left the kitchen, (5) understanding and meeting any special dietary needs, (6) overseeing the Dining Hall including a clean and safe environment, efficient and timely meal service, (7) training of Staff in safe kitchen & food handling practices (SERV Safe Provided), (8) providing direction, focus, motivation, and encouragement for direct reports, (9) completing weekly written evaluations on the effectiveness of all Food Service Staff, including sharing feedback for improvement, (10) collecting written Staff reports, including year-end inventories and needs lists, at the end of Camp, and (11) other duties assigned by the Camp Director. On-site housing is available for the Food Service Director.

BACKGROUND/EXPERIENCE: Must be at least 25 years old and have at least 10 years of progressively responsible Food Service job-related or equivalent experience. Must have excellent organization and cooking skills as well as an energetic and engaging personality. Requires a thorough understanding of ISR policies & procedures and a commitment to live by the values of the Scout Oath & Law. Must be full-time as Food Service Director (no other duties) and be willing to become a registered member of the Boy Scouts of America at time of employment. Must also be Unlawful Harassment Prevention trained, Youth Protection & Hazardous Weather trained (Provided), and hold an Illinois Food Service Sanitation Manager Certification (within the last 5 years).

Contact Collin Martis – Council Camp Executive.

309-613-8585 or Collin.martis@scouting.org