

**Outdoor Cooking Coordinator**

Since 1939, Camp Kern has helped scouting leaders mold the youth they serve by combining educational activities and lifelong values with fun in the High Sierra. The Boy Scouts of America believes and understands that helping youth puts us on a path towards a more conscientious, responsible and productive society.

Staffers at Camp Kern are a diverse group of men and women working in a dynamic and fulfilling workplace. This is work that makes a difference and calls one to continual learning and challenge.

**The Outdoor Cooking Coordinator selected will:**

* Prepare all lunches cooked by campers in campsites for pickup by the designated time and in accordance with dietary restrictions as noted by the Food Service Manager or the Camp Director.
* Label all tray for pick up with the unit number and patrol.
* Include a written list of items to be returned by campers in each tray.
* Review all returned trays to ensure all items have been returned. Note missing items to those returning the tray and to the Food Service Manager.
* Clean and sanitize all return items from outdoor cooking experiences.
* Remain available during the lunch window to aid campers regarding lunch.
* Prepare all cobblers to be cooked by campers as provided by the Program Director.
* Prepare for meals to be assembled by campers for their Adventure Experience during the designated timeframe.
* Label and store prepared Adventure Experience food for pick by campers the following morning.
* Distribute prepared Adventure Experience meals at the designated time(s).
* Assist the Food Service Manager in all aspects of kitchen and dining hall operations to achieve on-time, on-budget execution of food services delivering exceptional customer service and maintaining food handling and safety standards.
* Corrects food service or sanitation concerns immediately and reports deficiencies to the Food Service Manager and/or Camp Director depending on availability of Food Service Manager.
* Assist with the deep cleaning schedule as assigned.
* Assist with detailed end of season inventory of all cookware and dishware as well as consumables.
* Maintain an orderly, clean and sanitary kitchen, prep-area, dish room, dining hall, and food storage areas.
* Adheres to the Rodent Prevention Plan and manages solid waste in accordance with instructions from Camp Ranger.
* Serve alongside team members in this role including, cooking, cleaning, washing, inventory, sweeping, mopping and deep cleaning as needed to achieve goals.
* Support the Trading Post Staff in the storage and access to Trading Post Inventory in the loft.
* Enforce camp standards as to who has access to the kitchen and report violations to the Food Service Manager.
* Maintain temperature logs for safe food storage for all refrigerators and freezers in the dining hall and kitchen.
* Properly label and date all open food with a date of expiration.
* Other duties as assigned.

**Desired Skills:**

* Detail-oriented.
* Excellent people skills, disciplined, punctual, responsible and resourceful.
* Customer service focused.
* Self-motivated individual with solid time management.
* Committed to personal and professional productivity, while maintaining high ethical and professional working standards.

**Requirements:**

* Must be willing to accept and meet the Boy Scouts of America’s leadership and membership standards and subscribe to the Scout Oath and Law.
* Meet the job requirements as listed in the staff application before the first day of employment.
* Ability to work varied hours when necessary. Evening and weekend work is frequently required to achieve positive objectives.

I have reviewed the job description and understand all expectations and requirements.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please return with the rest of your paperwork, maintain a copy for your records)