

## **Job Description – Food Service Director**

### **Position Concept:**

The Food Service Director is a member of the management team who supervises the overall operation of the camp food service function. Reports to the Camp Director.

### **Qualifications:**

At least 21 years old.

Must be a registered member of the Boy Scouts of America or willing to be registered.

Must hold or be willing to obtain a safe food handling certification.

### **Pre-camp Preparations**

- Direct cleaning and setup of the dining hall and kitchen
- Attend Directors week and staff week.
- Assist in menu planning

### **Duties During Camp**

During the camp season, your duties may include any or all of the following:

- Must be able to lift 25 lbs.
- Work closely with the Food Service vendor on a daily basis.
- Responsible for maintaining and overseeing all commissary inventory
- Receive all incoming orders and check for accuracy
- Assist the Camp Director with ordering
- Provide the Camp Director an accurate inventory every Sunday morning
- Oversee the Dining Hall Stewart & Dish Washer
- Ensure dining hall operates in a manner meeting the high standards of Camp Merz
- Supervise and manage daily operations
- All other duties as assigned by the Food Service Director or the Camp Director.

### **Closing Camp**

These are your duties in closing the camp for the season:

- Assist with distribution of all end of year left overs.
- Inventory all supplies and equipment.
- Prepare an end-of-season report.
- Move equipment to storage.

I have read, understand and agree with the duties and responsibilities above

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Printed Name

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Signature

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Date