



## Dining Hall Manager

### Girl Scouts of Greater New York Background

For over a century, Girl Scouts has been instilling generations of girls with the skills and knowledge to become young women of courage, confidence, and character, to speak out, and be leaders. Today, Girl Scouts of Greater New York (GSGNY) is delivering its message of empowerment and engaging more than 25,000 girls of every race, background, and religion. GSGNY's vision is a New York City in which every girl feels empowered to lead in her community, the workplace, and the world. GSGNY has become a hub for innovation within the broader Girl Scouts movement, presenting new ways to engage and inspire the next generation of young leaders.

Recent investments and initiatives include:

- **The Leadership Institute** provides middle and high school aged girls with 21st century leadership skills and subject-specific knowledge and experiences that will help girls reshape their views on leadership and about their own potential to transform into powerful agents of change, while equipping them to succeed in school and their future careers.
- **Troop 6000** is the first Girl Scout program specially designed to serve the thousands of girls currently living in the New York City homeless shelter system.
- **Cybersecurity Programs** at Girl Scouts were designed to serve the evolving needs of New York City's girls and New York City's workforce. With the goal of encouraging girls to consider careers that require STEM skills, this program ensures girls have the tools and knowledge they need to safely navigate our increasingly tech-driven world.
- **Anti-Racist and Anti-Bias Training:** We teach girls to lead by example, and to that end, we are committed to doing the work necessary to become an anti-racist organization. We are working to partner with experts in the areas of race, inclusion, and equity to conduct a series of trainings.
- **Camp Kaufmann:** The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation serving a 100% urban population, we prioritize offering high quality outdoor education opportunities to New York City girls. We recently upgraded and enhanced facilities at our 425-acre Camp Kaufmann in Dutchess County, including the construction of a new swimming pool.

Guided by an ambitious strategic plan and its dynamic CEO, Meridith Maskara, Girl Scouts of Greater New York aims to expand to reach more girls while serving as an innovating force within the national Girl Scout movement.

### Position Description

The Dining Hall Manager will direct the flow of the dining hall during meals as well as supervising cleanup after meals, including the dish room. The position will also stay in compliance with GSUSA, NYSDOH, OSHA, and ACA standards and regulations with a particular focus on sanitation in line

with the camp Communicable Disease Plan. The Dining Hall Manager is passionate about the mission of Girl Scouting and understands the great impact camp can have. Seasonal Position— Summer 2022 at Camp Kaufmann.

## **Responsibilities**

- Assist in maintaining inventory of kitchen service and cleaning supplies.
- Communicate with the Head Cook regarding timing and readiness of meals.
- Develop a system for serving and cleaning up from meals that meets the requirements laid out in the camp Communicable Disease Plan.
- Ensure that meals begin and end according to schedule.
- Explain dining hall procedure to campers before meals.
- Manage Kitchen Aides schedules.
- Assist Kitchen Aides with table set up and meal distribution.
- Assist with all aspects of maintaining a clean dining hall including supervision of the dishwashing process, sweeping, and mopping of the floor, and removal of trash.
- Supervise use of the dishwashing room.
- Report all maintenance issues to the Property Manager.
- Demonstrate sound problem-solving techniques.
- Assist campers in emergency situations.
- Report all incidents/accidents to the Camp Director or Health Director immediately.
- Help ensure that the program is meeting GSUSA Activity Checkpoints, ACA, OSHA and NYSDOH standards.
- Participate in all aspects of camp including staff week and camp clean-up.
- Comply with personnel policies.
- Work as a team player.
- Observe dress code guidelines, be prepared at all times, and follow camp protocols set by the Leadership Team.
- Subscribe to the mission of the Girl Scouts of the USA by becoming a member if not already a member.
- Provide excellent customer service to other staff members, campers, parents, guardians, and other visitors to camp.
- Accepts other responsibilities as deemed necessary by the Head Cook/Leadership Team.

## **Minimum Qualifications in accordance with ACA (American Camp Association), NYSDOH (New York State Department of Health) and GSUSA (Girl Scouts of the USA) standards:**

- Be at least 18 years of age.
- High school diploma or equivalent.
- Fully vaccinated against COVID-19.
- Ability to meet deadlines and handle stressful situations.
- Strong organizational skills and attention to detail.
- Must have sound judgment in anticipating and preventing accidents, and act calmly and quickly during emergencies.

- Ability to guide, supervise, and anticipate needs of children and adults.
- Desire and ability to work with and relate to children, adults, and peers in an outdoor environment.
- Clearance through the Sex Offender Registry and Criminal Background Check for personnel file.
- Willingness to place the needs of campers and camp as a priority.
- The acceptance and understanding that employment is at a resident (overnight) camp and therefore, work hours are irregular.
- Demonstrate sensitivity to the needs of campers.
- Demonstrate enthusiasm, sense of humor, patience, self-control and ability to adapt well to changing situations.

### **Preferred Qualifications**

- Prior camp experience and/or interest in the Girl Scout Camping program helpful.
- Prior experience working in the front of house of a food service establishment.

### **COVID Guidelines**

The health and safety of our staff, girls, and volunteer community is our highest priority. As such, the Girl Scouts of Greater New York (GSGNY) is requiring all newly hired, (and current) staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

### **Physical Demands**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to lift 40 pounds.
- Good health and stamina necessary to work in the camp setting.
- Ability to stand and/or walk for long periods of time.

### **Compensation**

\$2,700 - \$3,660 for the season (June 26<sup>th</sup> – July 19<sup>th</sup>) depending on experience and certifications. Room and board are included (meaning we will provide you with a place to stay and food to eat for the duration of your employment) as well as a travel stipend of \$300.

### **Schedule**

Working at camp can require long hours. Staff will have a minimum of two hours off per day and will be able to participate in camp activities!

## Required

A candidate must be available to attend ALL trainings as needed (June 26<sup>th</sup> – July 1<sup>st</sup>) in preparation for the summer program as well as be available to work for the ENTIRE 4 weeks of camp and clean up (July 3<sup>rd</sup> – July 29<sup>th</sup>). Additional certification classes may also be required.

## To Apply:

- Please go to <https://girlscoutsnyc.campbrainstaff.com> to apply.
- Questions? Contact Margeaux Sullivan at [msullivan@girlscoutsnyc.org](mailto:msullivan@girlscoutsnyc.org). Please include **“Dining Hall Manager”** in the subject line of your e-mail. No phone calls please.

The Girl Scouts of Greater New York are an equal opportunity and affirmative action employer. This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.