



## Head Cook

### 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 38,000 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

To prepare and serve all camp meals in compliance with GSUSA, NYSDOH, OSHA, and ACA standards and regulations. The Head Cook will also assist all other kitchen staff to ensure a clean and safe work environment while being passionate about the mission of Girl Scouting and understands the great impact camp can have. Seasonal Position—Summer 2022 at Camp Kaufmann.

## Responsibilities

- Plan menus that are nutritionally balanced for all campers and staff, including vegan and vegetarian options.
- Serve 3 meals a day plus snack and ensure that all meals are served on time.
- Work within the food budget.
- Take inventory and place the food order with the approval of the Camp Director.
- Check food delivery against food orders to make sure everything has been accounted for.
- Keeps open lines of communication with the Camp Director.
- Responsible for preparation and serving of all meals.
- Hold or be willing to obtain required certifications on Food Handlers License, CPR and First Aid.
- Assist with all aspects of maintaining a clean kitchen (i.e. washing equipment, removal of trash, sweeping/mopping of floor, etc.).
- Provide the same quality of food for all sessions of camp.
- Report all maintenance issues to the Property Manager.
- Work with leadership team members to carry out staff week training schedule, including dining hall procedures and expectations.
- Work with the staff to carry out safety protocols laid out in the Communicable Disease Plan
- Work with the Health Director, Assistant Cook and Dining Hall Manager to accommodate campers and staff with dietary restrictions, special needs, or food allergies while maintaining confidentiality in compliance with HIPPA.
- Supervise all kitchen staff and plans daily work schedules for kitchen and dining hall staff
- Works closely with the Dining Hall Manager to run efficient mealtimes.
- Supervise and submit a written evaluation for the following direct reports: Assistant Cook, Prep Cook, Dining Hall Manager, and Kitchen Aides.
- Work with Camp Coordinators to coordinate special event meals.
- Assign temperature charting of ALL refrigerators and freezers across camp.
- Make an inventory of food supplies during the last weeks of camp and order accordingly so as not to have a major remaining inventory at the end of the season.
- Submit a final report of all inventories and records.
- Demonstrate sound problem-solving techniques.
- Assist in emergency situations.
- Help ensure that the program is meeting GSUSA Activity Checkpoints, ACA and NYSDOH standards
- Participates in all aspects of camp including staff week and camp clean-up.
- Comply with personnel policies.
- 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.

- Accept other responsibilities as deemed necessary by the Camp Director.

### **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 21 years of age
- High school diploma or equivalent
- Fully vaccinated against COVID-19.
- Experience in quality and quantity cooking, food managing, and maintaining food inventory within budget.
- At least 2 years supervisory experience.
- At least 2 years in operating a full working kitchen.
- Familiarity with all NYSDOH, OSHA, and ACA regulations and laws.
- Ability to operate industrial kitchen equipment.
- 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.
- Desire and ability to work with and relate to children and peers in an outdoor environment.
- 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.
- Possess strength and endurance required to maintain constant supervision.

### **Preferred**

- Prior camp experience and/or interest in the Girl Scout Camping program helpful.

### **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 while leading programming.

## 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.

## Compensation

\$6,000 - \$6,960 for the season (June 26<sup>th</sup> – July 29<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. Kitchen staff will be expected to work from approximately 6 am – 7 pm daily with the possibility of longer hours depending on the needs of campers. Kitchen staff will have breaks between the clean up of one meal and the preparation of the next. They will be off duty after dinner clean up and will have designated times to eat meals.

## 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 “**Head Cook**” 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.