

**Responsibilities of the  
Kitchen Manager**

The Kitchen Manager is responsible to the Operation Director and/or Camp Director for the smooth, effective, and the safe operation of the Dining Hall, at all times. The Kitchen Manager should be organized, efficient, and capable of operating within the food service budget. The Kitchen Manager should be capable of performing both food preparation and managerial duties.

The Kitchen Manager should:

1. Preferably be 21 years of age
2. Be or be willing to become registered in the Boy Scouts of America
3. Have a good background in cooking meals for large groups

The Kitchen Manager is further responsible for:

1. The overall supervision of the Dining Hall and supervision and training of personnel. This will involve the delegation of duties to the various members of the Dining Hall Staff
2. Preparing lists of food supplies to meet established menus, and assisting the Camp Director in ordering the needed food supplies
3. Preparing food and supervising the work of the Shift Cooks so that food is served attractively and on time. This Kitchen Manager is responsible for appropriate menus, recipes, and quantities. The Kitchen Manager should also help Dining Hall Staff members efficiently use their time and develop work schedules for Dining Hall
4. Maintaining adequate quantities of janitorial and sanitation materials in the Commissary for use in the Dining Hall and throughout the Camp. This is done in cooperation with the Camp Director
5. Overseeing proper operation of dishwashing procedures and regular cleaning of the kitchen and Dining Hall. The Dining Hall and kitchen must be kept clean at all times
6. Supervising the work of the Dining Hall Steward.
7. Monitoring refrigeration units and other commissary equipment, and reporting any malfunctions to the Camp Director or Camp Ranger immediately.
8. Maintaining kitchen records required by BSA standards and state law, e.g., "Keep it Cold" charts for refrigeration units and "Keep it Hot" Charts for the dishwasher(s)
9. Working with the Camp Director to maintaining current and accurate records of all Camp food inventories and use. From these records food costs per camper per week can be calculated (and adjusted if necessary) and appropriate food orders can be prepared
10. Working with the Camp Director to ensure that sufficient and appropriate food is available for Staff members on weekends
11. Working with Program Staff as required to provide necessary food and equipment for various program events, such as High Adventure programs, overnights, Commissioner demonstrations and special events. This will involve setting up procedures by which program Staff members can clearly communicate such needs, and helping them to understand the procedures
12. Supervising the packing and issuance of food to troops choosing to cook in their campsites
13. Writing a complete report on the operation of the Dining Hall operation, and submitting it to the Camp Director before the end of the camp season
14. Abiding by the Camp rules set forth in the *Staff Understandings/Policies* and the *Staff Guide*

Revised: 2011/10 aat