Girl Scouts in the Heart of Pennsylvania
Position Description

**Position Title:** Head Cook  
**Location:** Camp Small Valley, Halifax, PA  
**Reports To:** Associate Director of Outdoor Experience

**Position Summary**  
The Head Cook is responsible for planning and executing all aspects of dining for campers and staff at Camp Small Valley. In addition to cooking and serving three meals daily, responsibilities include, but are not limited to: menu planning, food and supply ordering, and maintaining PA Food Safety standards for the duration of employment. The Head Cook is responsible for three meals per day/seven days per week for the duration of employment. Meals are typically served at 8am, 12pm, and 6pm. The Head Cook is responsible for successful completion of PA Food Safety Inspection.

Dates: June 12th – June 27th; July 3rd – August 1st, 2021

**Key Responsibilities**
- Plan a menu for the duration of the employment period and order food to ensure proper delivery time
- Review dietary restrictions of campers and plan menu accordingly
- Maintain cleanliness of Dining Hall, both kitchen and dining area
- Responsible for successfully passing PA Food Safety Inspection
- Prepare and serve three meals per day/seven days per week
- Housing available on site if needed
- Present information to campers on nutrition education (if interested)
- Abide by GSHA code of conduct, rules, and expectations
- Model the mission of Girl Scouting
- Other duties as assigned

**Skills & Qualifications**
- Minimum age of 21 years old
- ServSafe certified
- Ability to work in a camp setting in conditions including, but not limited to: loud noises, heat, rain, and cool temperatures
- Ability to walk over uneven terrain
- Valid driver’s license with clean driving record
- Ability to manage time and plan meals around a set schedule
- Ability to work independently
- Desire and ability to work with children
- Ability to accept supervision and guidance
- Ability to work a varied, flexible schedule
- Ability to lift at least 50 lbs.
• Ability to sit and stand for extended periods of time
• Good character, integrity, and adaptability
• Enthusiasm, sense of humor, patience, and self-control
• Must be able to pass required background checks
• Current CPR and First Aid certifications or ability to pass training during pre-camp