



Camp Chief Little Turtle  
Position: **Kitchen Manager**



Camp Chief Little Turtle is home to the Anthony Wayne Area Council, Boy Scouts of America. Each year its 1200 acre wilderness is transformed into a full program experience for Scouts BSA and other youth organizations around the Midwest. Through quality programming and a highly trained staff, our camp is sure to bring kids of all ages and their adult leaders unforgettable adventures! We are searching for outgoing individuals, who have a passion for leading youth through an incredible youth leadership training program in an outdoor setting! Summer camp lasts from early June through late July, and our staff truly becomes a second family.

**Requirements:**

- Must be 21 years old.
- Participates in pre-camp meetings and staff training week.
- Must be willing to provide year round assistance in planning of camp business related to the kitchen.

**Responsibilities:**

- Reports directly to the Camp Director
- As a staff member, do their part for the character building process in scouting and constantly be aware of the example they are setting for the campers.
- Maintain orderliness and cleanliness of the kitchen and dining hall.
- Cook, prepare, and serve all meals as needed.
- Assist in stocking/receipting food/supplies.
- Serve as the supervisor and staff leader of the dining hall staff to include:
  - Hourly kitchen personnel.
  - Dining Hall Steward.
  - Kitchen Assistants.
  - All other persons as assigned.
- Maintain the kitchen and dining hall area to any local, state, and BSA requirements.
- Maintain a weekly/session inventory of all food and submit to the Business Manager.
- Evaluate the kitchen operation and implement changes to meet needs.
- Meet with the Business Manager and Camp Director periodically to evaluate the kitchen operation.
- Take part in all staff meetings as requested.
- At the end of the season, submit a complete report and inventory to the Business Manager and Camp Director.
- Adhere to the camp food and kitchen salary budget.
- Adhere to the camp menu that is set prior to the start of camp.
- Adhere to the Camp Staff Code of Conduct
- Ensure that all meals served are healthy and well portioned.
- Assist in selecting, train, supervise, and evaluate all staff responsible to the Kitchen Manager.
- Do your part to adhere to the camp staff mission statement and vision of camp.

Visit <https://www.ccltbsa.org/hire-me> to apply!

For more information, please contact \_\_\_\_\_ at \_\_\_\_\_.

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- Perform periodic performance reviews of all staff assigned. Make recommendations to the Camp Director to improve performance and lower costs associated with operations of the kitchen.
- Carry out all other duties as assigned by the Camp Director.

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