



Job Description: Commissary Director

Essential Functions: The Commissary Director reports to the Business Manager and the Camp Director. The Commissary Director manages the Dining Hall Staff to ensure all operations in the Dining Hall are smooth, effective, and safe. The Commissary Director should be organized, efficient, and capable of operating within the food service budget and should be capable of performing both food preparation and managerial duties.

Principle Responsibilities:

- 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.
- Preparing lists of food supplies to meet established menus and assisting the Business Manager with ordering needed food supplies.
- Preparing food and supervising the work of the Shift Cooks so that food is served efficiently and on time.
- The Commissary Director is responsible for coordinating the menu, recipes, and quantities in accordance with the Council Dietitian's pre-approved menu.
- The Commissary Director will also develop Dining Hall Staff work schedules to ensure the Dining Hall is staffed adequately.
- Working with the Business Manager, maintain adequate quantities of janitorial and sanitation materials in the Commissary for use in the Dining Hall and throughout the Camp.
- Overseeing proper operation of dishwashing procedures and regular cleaning of the Dining Hall.
- Supervising the work of the Dining Hall Staff.
- Monitoring refrigeration units and other commissary equipment and reporting any malfunctions to the Camp Director or Camp Ranger immediately.
- 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).
- Working with the Business Manager, maintain current and accurate records of all Camp food inventories.
- Working with the Business Manager, ensure that enough and appropriate food is available for Staff members while camp is not in session.
- During the end of the summer camping season, complete a written close-out report of the Dining Hall that should include; an inventory of all equipment, including equipment condition and recommendations for next year's supplies. The report will be submitted to the Program Director and Camp Director before leaving the camp property.
- All other duties as assigned.

