

STAFF JOB PROFILE

JOB TITLE: COMMISSARY MANAGER

JOB SUMMARY:

1. Provide crews with the needed trail food for their canoe treks into the backcountry.
2. Manage the Commissary in a clean and sanitary manner.
3. Maintain proper control of the food inventory and keep the trail food areas organized and neat.
4. Supervise Commissary Staff.

PRINCIPAL RESPONSIBILITIES:

1. Train personnel in procedures and skills they need to correctly and efficiently perform their duties.
2. Organize the Commissary to efficiently package, store and issue trail food and related items. Make sure all foods are clearly marked with identifying labels and directions. Use appropriate Summer Trail Menus to make sure that the dietary needs of crews are met. Maintain adequate inventory of all dry and fresh foods, anticipate usage levels, and place food orders through appropriate vendors accordingly.
3. Responsible for the proper and sanitary storage of all trail food items in all storage areas. Responsible for making sure that "Cold Charts" are filled out three times daily for all refrigeration units.
4. Responsible for keeping the Commissary and surrounding area clean, neat and orderly. Ensure all BSA, State and County or Provincial health regulations are followed.
5. Willingly offers assistance and advice that will improve the quality of the experience crews enjoy on their trip to the Northern Tier Program.
6. In conjunction with the Trail Staff Director, schedule work periods and days off for Commissary Interpreters so that the food service needs of the Commissary are met for arriving and departing crews.
7. Assist the Interpreter staff when they are packing for their crews or have questions about the food or equipment.
8. Maintain security in the Commissary area.
9. Submit an end-of-season report on the summer's activities with recommendations for changes or improvements. Perform an end-of-season inventory of food and equipment and submit an electronic spreadsheet report to the Associate Director of Program.
10. Perform other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments and other projects as needed.

QUALIFICATIONS:

1. Minimum age of 21.
2. Successfully complete staff training.
3. Current Certification in Standard First Aid and CPR.
4. Ability to understand direction and work with minimal supervision.
5. Ability to look ahead and forecast needs.
6. Punctuality, accuracy and ability to supervise staff and get along with participants.
7. Maintain a current and valid driver's license in your state of residence and complete your appropriate base driver's training course.
8. Be a registered member of the BSA, Scouts Canada or the International Camp Staff program.
9. Provide a completed BSA Health and Medical Record.

POSITION REPORTS TO: Ely - Associate Director of Program
Atikokan - Atikokan Base Director

 Signature

 Print name

 Date