



CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: Oct 13, 2008

Camp Staff Supervisor

Class Code:
6015

Bargaining Unit: Unrepresented Classifications

SALARY RANGE

\$99.09 - \$143.13 Daily

DESCRIPTION:

Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.

DEFINITION

Under general supervision, interact with campers and supervise the daily operation of a department in one or more of the functions that are essential to the effective operation of a City Recreational Summer Camp including but not limited to; administration, food service and recreation; perform related work as required.

CLASS CHARACTERISTICS

At this level incumbents typically supervise an administration or food service department. In addition to fulfilling specific job duties, camp supervisors interact with campers and staff in the day or evening and serve as role models for campers. This class is provided with room and board while at camp and is distinguished from the Camp Manager, which has oversight of all camp functions.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

Administration:

1. Supervise the cashier and accounts for all cash in the operation of the camp store; operate a cash register, balance receipts, maintain cleanliness, and may assist in the display merchandise; work closely with the Camp Manager in the oversight of the store management, including, but not limited to, inventory management and cash handling;
2. Prepare reports, coordinate staff assignments, evaluate staff, order supplies and maintain inventory control; and

3. Coordinate and supervise the camper registration and cabin allocation process.

Food Service:

1. Prepare work schedules for kitchen and dining room staff; direct the work assignments in support of food service program; make orders for food delivery and ensure dining halls are fully supplied; keep records and prepare reports;
2. Plan large-quantity wholesome, well-balanced meals; ensure proper cooking times, approve weekly menus and may serve food portions at mealtimes;
3. Direct and assist in cleaning the kitchen, equipment and food storage facilities; maintain safety and sanitation including daily garbage disposal; may sweep and mop floors;
4. Serve as the chief cook in charge of evaluating and training kitchen and dining room staff; and
5. Perform related duties as assigned.

Recreation:

1. Supervise the development and implementation of the recreational programs, and youth-related activities;
2. Supervise Camp Staff Leaders and Members in all recreation activities;
3. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; assist with tournaments for all ages; supervise the maintenance of all athletic fields and surrounding areas, including monitoring equipment and supply levels and ordering replacement equipment and supplies;
4. Establish and maintain day and evening programs for campers;
5. Supervise staff responsible for the swim areas and recreational swimming programs and facilities; and
6. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of:

1. Techniques of supervision including planning, assigning and monitoring work and in evaluation of assigned staff;
2. Principles and methods of food preparation and cooking in large quantities; kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;
3. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;

4. Computer applications and software used to track camp usage with standard desktop applications such as Microsoft Word, Microsoft Excel, camp tracking databases, and related software programs and systems; and
5. Safe work methods and safety regulations pertaining to the work.

Skill in and ability to:

1. Supervise, plan, direct and review the work of a support staff;
2. Prepare clear, concise and complete reports and other written materials, and maintain accurate records and files;
3. Exercise sound independent judgment within established guidelines;
4. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices; and plan ahead to ensure low costs of the food service program;
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
7. Exercise good judgment;
8. Control small groups of children;
9. Drive camp vehicles; and
10. State and enforce camp rules.

MINIMUM QUALIFICATIONS:

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Completion of High School and two years of experience in 1) commercial, institutional, or related volume food preparation; or 2) supervising organized recreational or educational programs; or 3) an administrative, retail or cash-handling occupation. Familiarity with city recreational camp programs is desirable. Valid food handler's license is required for food service assignments.

Must be willing to begin work early in the morning and work a very flexible schedule. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required. Some positions must be able to lift up to 50 lbs. Previous camp experience is desirable. Experience in large-scale food preparation as a cook is highly desirable for supervisory positions in the camp kitchen.

California Public Resources Code Section 5164 prohibits the hiring of a person for employment at a park or recreational facility in a position having supervisory or disciplinary authority over any minor if the person has been convicted of certain criminal offenses. California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not

hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.