

# Ross-Hocking Extension Camp Association, Inc.

## Food Service Staff Application 2020 Season

Please return completed application by  
March 1, 2020 to:

**Ohio State University Extension, Ross County  
Attn: Todd Holdren, Camp Personnel Director  
4951 Marietta Road  
Chillicothe, OH 45601**



## **Ross-Hocking Extension Camp Association, Inc.**

The Ross-Hocking Camp Association camps at Tar Hollow State Park Camp, which is situated on Pine Lake in the Tar Hollow State Forest, approximately 15 miles east of Chillicothe. The Association rents the entire resident camp area from the State of Ohio for five weeks. The 2020 dates will be June 7 through July 13. Potential employees should be available for work at all times during this period.

The camp has a central lodge for recreation and food services. The lodge can seat approximately 230 youth and staff. The kitchen will be operated by the Camp Board staff. Campers are housed in 28 individual units that will accommodate seven campers and one counselor.

The counties in the Ross-Hocking Extension Camp Association are: Athens, Fairfield, Pickaway and Ross. Questions can be addressed to the 4-H Youth Development Educators in the following counties or Todd Holdren, Personnel Director at 740-775-1809 or e-mail [toddholdren79@gmail.com](mailto:toddholdren79@gmail.com)  
County 4-H Educators: Joy Sharp – Pickaway County; Katie Feldhues – Ross County; Leslie Cooksey – Fairfield County; Bridget Moore – Athens County.

All applications should be returned to: Todd Holdren, Camp Personnel Director, 4951 Marietta Road, Chillicothe, Ohio 45601. Applications are to be submitted by **March 1, 2020**. A brief description of each position follows.

# **Ross-Hocking Camp Association**

## **Food Service Manager Position Description, 2020**

**Title:** 4-H Camp Food Service Manager

**Description of Work:** To provide management of food service during 4-H camps facilitated by the Ross-Hocking Camp Association. This position reports to the camp board personnel director and the Extension Educator, 4-H Youth Development responsible for food service.

**Time Involved:** The Ross-Hocking Camp Association camps at Tar Hollow State Park. The kitchen is in the lodge. The Ross-Hocking Camp Association moves in on Sunday, June 7, 2020 and moves out on Sunday, July 12. The Food Service Manager must also be present for a camp inspection the morning of Monday, July 13. The food service manager will need to schedule some hours prior to and after these dates to order food, submit bills, complete the inventory etc. Breakfast, lunch, dinner and some snacks are needed most days from June 9 through July 11. There will be some exceptions. The exact calendar will be shared when it is available.

**Qualifications Needed:**

- ServSafe Food Managers certificate (preferred) or ServSafe Food Handlers certificate.
- Food service experience required.

**Responsibilities:**

- Manage 4-H camp food service.
- Supervise food handlers.
- Assure appropriate number of staff are scheduled to work all shifts.
- Assure time sheets are complete and accurate for kitchen staff workers.
- Provide safe food by following all food safety guidelines.
- Supervise the flow of food through the kitchen including: purchasing, receiving, storing, preparing, and serving.
- Be aware of campers with food allergies, inform camp directors of menu items that contain these potential allergens, and work with the camp director to accommodate those with food allergies.
- Assure facilities and equipment are clean and sanitary.
- Use integrated pest management as needed.
- Abide by all 4-H camp staff policies and non-discrimination guidelines.
- Cooperate with Camp Director's and permanent camp staff.
- Comply with all federal, state, and local laws.
- Submit to a criminal background fingerprint check.

**Responsible To:** Ross-Hocking Camp Association Personnel Director and the Extension Educator, 4-H Youth Development responsible for food service.

**Salary:** Salary based on experience and qualifications

## **Ross-Hocking Camp Association Food Service Staff Position Description, 2020**

**Title:** 4-H Camp Food Service Staff

**Description of Work:** To work as part of a team to provide food service during 4-H camps facilitated by the Ross-Hocking Camp Association. This position reports to the food service manager.

**Time Involved:** The Ross-Hocking Camp Association camps at Tar Hollow State Park. The kitchen is in the lodge. The Ross-Hocking Camp Association moves in on Sunday, June 7, 2020 and moves out on Sunday, July 12. Hours for food service staff will be scheduled by the food service manager. The morning shift will prepare breakfast and lunch and prep food for dinner. The afternoon shift will prepare dinner and evening snacks as requested and prep food for the following day.

**Qualifications Needed:**

- ServSafe Food Handlers certificate (preferred).
- Availability and willingness to work all shifts (preferred).
- Food service experience desired.

**Responsibilities:**

- Provide safe food by following all food safety guidelines.
- Assist with the flow of food through the kitchen including: receiving, storing, preparing, and serving.
- Assure facilities and equipment are clean and sanitary.
- Use integrated pest management as needed.
- Abide by all 4-H camp staff policies and non-discrimination guidelines.
- Cooperate with Food Service Manager, Camp Directors and permanent camp staff.
- Comply with all federal, state, and local laws.
- Submit to a criminal background fingerprint check.

**Responsible To:** This position reports to the Food Service Manager and the Ross-Hocking Camp Association Personnel Director.

**Salary:** Salary based on experience and qualifications.

**2020 Application for Employment  
Ross-Hocking Extension Camp Association, Inc.**

**I. Personal Information**

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

College Address \_\_\_\_\_

Are you a current 4-H volunteer? \_\_\_\_\_ If yes, what county? \_\_\_\_\_

**II. Education**

List all schools attended, beginning with the most recent:

School	Years Attended	Last Grade Completed	Area of Study

List previous training other than schooling (i.e. volunteer training, Red Cross certifications)

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**III. Certification and Licenses:** List and certification and licenses that you hold.

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**IV. Leadership Responsibilities:** List and describe your previous Leadership Responsibilities

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**V. Availability**

Camp dates are June 7 to July 13, 2020. Are you available ? \_\_\_\_\_

Are you willing to adjust your work hours to meet specific camping needs? \_\_\_\_\_

Check the hours are you available for an interview? \_\_\_\_\_ Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening

**VI. Previous Employment:** List previous employment experience (most recent first):

Employer \_\_\_\_\_ Dates \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Your Supervisor \_\_\_\_\_

Your Responsibilities \_\_\_\_\_

Employer \_\_\_\_\_ Dates \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Your Supervisor \_\_\_\_\_

Your Responsibilities \_\_\_\_\_

Employer \_\_\_\_\_ Dates \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Your Supervisor \_\_\_\_\_

Your Responsibilities \_\_\_\_\_

Employer \_\_\_\_\_ Dates \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Your Supervisor \_\_\_\_\_

Your Responsibilities \_\_\_\_\_

Employer \_\_\_\_\_ Dates \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Your Supervisor \_\_\_\_\_

Your Responsibilities \_\_\_\_\_

**VII. Personal Information**

Full Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Preferred Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Best Method of Contact? (circle one)

- Email      •Cell Call      •Cell Text

**VIII. Previous Experience:** List any previous background experience (including volunteer work) you may have had in camping, 4-H, or for the specific job area in which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IX. Personal References:** Provide the name and contact information of two people who know you well - preferably people with whom you have worked previously in a position similar to the ones at camp. Please do not list relatives or any Extension Professionals from Athens, Fairfield, Pickaway or Ross Counties.

**Reference One:**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

How do you know this person? \_\_\_\_\_

**Reference Two:**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

How do you know this person? \_\_\_\_\_

**X. Disclosure**

Have you ever been dismissed from a position?

\_\_\_\_\_ Yes (if yes, provide details below)      \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a criminal offense (excluding minor traffic violations)?

\_\_\_\_ Yes (if yes, provide details below) \*

\_\_\_\_ No

\* A "Yes" answer will not jeopardize your candidacy unless the conviction is related to a bona fide job requirement of the position.

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### **XI. Certification and Statement of Understanding**

I hereby certify that all of the information furnished in this employment application is true and complete to the best of my knowledge. I understand that Ohio State University Extension and the Ross-Hocking Extension Camp Association, Inc. may investigate the information I have furnished. I authorize any person, firm, or organization to supply any information about me concerning any past employment, military service, convictions, or personal information to Ohio State University Extension and the Ross-Hocking Extension Camp Association, Inc. I release any such person, firm, or organization from any responsibility in disclosing such information. I realize that any misrepresentation or false information included in the application materials provided in the interview process can lead to the withdrawal of an offer of employment or to termination from employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian's Signature† \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian's Printed Name† \_\_\_\_\_

† Only required if applicant is under 18.

### **Return the completed application by March 1, 2020 to:**

Ohio State University Extension - Ross County  
Attn: Todd Holdren, Camp Personnel Director  
4951 Marietta Road  
Chillicothe, OH 45601-2280  
Phone 740-701-7232

The Ross-Hocking Extension Camp Association is an equal opportunity/affirmative action employer.  
Qualified women, minorities, Vietnam-era veterans, disabled veterans and individuals with disabilities are encouraged to apply.