

 <p>WE-HIN-AH-PAY Mountain Camp</p>	<h2><u>Business Manager</u></h2>	<p>21+</p>
	<p>Camp Admin</p>	
<p>Reports to:</p>	<p>Camp Director</p>	
<p>Objective:</p>	<p>To direct the overall operation and ordering for the dining hall, medical facilities and medical staff, overall ordering, and fiscal responsibility for trading post operations, unit check-in reports and accounting, and daily banking. Must be in good standing with the Boy Scouts of America, Conquistador Council, and Wehinahpay Mountain Camp.</p>	
<p>Requirements for hire:</p>	<p>Must be in good standing with the Boy Scouts of America, Conquistador Council, and Wehinahpay Mountain Camp.</p>	
<p>Preferences for hire:</p>		
<p>Specific Responsibilities:</p>		
<p>The Business Manager works closely with the Camp Director in giving leadership to the camp services operations. Specific responsibilities include:</p> <ol style="list-style-type: none"> 1. Supervise food service, dining hall, trading post, office, and health and safety staff. i.e. camp chef, dining hall steward and respective staff, trading post manager and respective staff, camp clerk, and camp medic and respective staff. 2. Order or supervise the ordering of all food and non-food items related to the camp menu and food services operation, properly issue these items through the camp chef and dining hall steward. 3. See to the issuance of all camp equipment and supplies related to camper use in the campsites and outposts. 4. Conduct unit check-in reports for accuracy as to numbers of campers and any balances due and collected and reconcile with council online registration system. 5. Monitor and control daily and weekly ordering of supplies for the trading post. Make daily written revenue reports and bank deposits. 6. Represent the dining hall, trading post, office, and medical staff at leaders meetings and area directors meetings. 7. Submit complete written inventories of all equipment and supplies for the dining hall, medic, office, and trading post at the close of camp along with a written report of recommendations prior to the end of camp. 8. All other duties as assigned. 		