Ross-Hocking Extension Camp Association, Inc.

Food Service Staff Application
2026 Season

Please return completed application by
March 1, 2026 to:

TarHollow4HCamp@gmail.com

Questions or Inquiries may be directed to the above email.
2026 Tar Hollow Personnel Directors are Kerry Young & Scott Sharp

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 2026 dates will be June 6 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 kitchen 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, Hocking, Pickaway and Ross. Questions can be addressed to the 4-H Youth Development Educators in the following counties:

- Joy Sharp – Pickaway County
- Ryan Kline – Ross County
- Aubry Fowler & Leslie Cooksey – Fairfield County
- Bridget Moore – Athens County
- Kayla Nihiser – Hocking County
- Or Personnel Directors Kerry Young and Scott Sharp via email at TarHollow4HCamp@gmail.com

All applications should be returned to Kerry and Scott at TarHollow4HCamp@gmail.com. Applications are to be submitted by **March 1, 2026.** A brief description of each position follows.

Ross-Hocking Camp Association
Food Service Manager Position Description, 2026

Title: 4-H Camp Food Service Manager *****Filled for 2026*****

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 Ross Hocking Extension Camp Association President.

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 after 3:00pm on Saturday, June 6, 2026, 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 7 through July 12. 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: Starting salary based on experience and qualifications

Ross-Hocking Camp Association
Food Service Staff Position Description, 2026

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 after 3:00pm on Saturday, June 6, 2026, 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: Starting salary based on experience and qualifications.

<u>2026 Base Salaries will be:</u>

- Kitchen Helper $14.75
- Cook $17.00

***For 2026 there will be an additional opportunity for up to two Kitchen Helpers to serve on the full time Summer Staff. Please see the Ross-Hocking Extension Camp Association Staff Application for more information on these openings.**

2026 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? _____

T-Shirt size: _____

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)

_____

_____

_____

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

_____

_____

_____

IV. Skills and Abilities: List skills and abilities you possess that relate to the position you are applying for.

_____

_____

_____

V. Leadership Responsibilities: List and describe your previous Leadership Responsibilities

_____

_____

_____

VI. Availability

Camp dates are June 6 to July 13, 2026. Are you available the entire season? YES NO

If you answered "No", list specific date(s) of concern below. (Also note that the Food Service Manager will set up a summer schedule in early June. That dates you are unavailable will be able to be addressed at that time.) _____

Check the hours that you are available for an interview? _____ Morning _____ Afternoon _____ Evening

VII. 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 _____

VIII. Personal Information

Full Name _____ Birth Date _____

Preferred Email Address _____ Cell Phone _____

Best Method of Contact? (circle one)

•Email •Cell Call •Cell Text

IX. 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:

_____

_____

_____

X. 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, Hocking, Pickaway or Ross Counties.

Reference One:

Name _____ Home Phone _____

Address _____

Work Phone _____ Email (required) _____

How do you know this person? _____

Reference Two:

Name _____ Home Phone _____

Address _____

Work Phone _____ Email (required) _____

How do you know this person? _____

XI. 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.

_____

_____

XII. 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, 2026 to:

Tar Hollow Camp Personnel Directors: Kerry Young and Scott Sharp at TarHollow4HCamp@gmail.com