



Job Title: **Kitchen Assistant**

Reports to: *Food Service Manager or Cook*

Classification: *Exempt (Seasonal)*

Compensation: *\$210-\$220 per week stipend plus room & board, American Red Cross certification in*

*first-aid (standard or wilderness) and Adult and Pediatric CPR and Serve Safe Food Handler training as components of staff training.*

Position Purpose:

To assist the Kitchen Manager and Cook in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area.

Essential Job Functions:

1. Assist in the daily operations of the kitchen.
  - ♦ Assist in the preparation of food including washing and peeling.
  - ♦ Set up food, supplies, and utensils for dining hall distribution.
  - ♦ Plating of deserts, salads, and other RTE foods as directed.
  - ♦ Store food and leftovers at proper temperature, recording refrigeration and freezer temperatures as mandated by the Oswego County Health Department.
  - ♦ Assist in heating or cooling food as directed and in accordance with Serve Safe policies and procedures and health department regulations.
2. Assist in routine sanitation of the kitchen and related equipment.
  - ♦ Clean and sanitize all food-preparation and storage areas.
  - ♦ Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
  - ♦ Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
  - ♦ Sweep floors following all meals, mopping as necessary (at least once at end of day).
  - ♦ Take trash, recycling, and compost from loading dock to appropriate destinations following each meal.
3. Assist in the preparation and packaging of food for consumption outside the camp dining hall.
  - ♦ Work with cooks and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
  - ♦ Prepare and store pack out food according to camp and health code procedures.
  - ♦ Advise staff on equipment or preparation materials needed for identified menu choices.

Other Job Duties:

- ♦ Participate in staff meetings.
- ♦ Special kitchen projects as assigned (e.g., inventory).
- ♦ Contribute to the camp community by providing assistance in all aspects of camp life/operations including programming, facility, health services, and dining services as requested.
- ♦ Be a role model to campers and staff in your attitude and behavior.
  - ♦ Follow and uphold all safety and security rules and procedures.
  - ♦ Do not take exception to the rules because you are staff (e.g., eating in living unit).
  - ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
  - ♦ Set a good example in demonstrating care and respect for the facility, environment, and equipment by taking due care and cleaning up after oneself.
  - ♦ Demonstrate a positive attitude in the face of change or adverse circumstances (e.g., weather cancelation of desired activity).
  - ♦ Demonstrate Christian principles of love, peace, and acceptance. “Be the change you would like to see in the world.”
  - ♦ Share personal faith journey with campers in manner developmentally appropriate to their needs and abilities.

#### Relationships:

- ♦ Reports directly to Kitchen Manager and indirectly to Cook and Executive Directors.
- ♦ Works collaboratively with Dining Hall Manager to ensure table service, table clearing, and washing of serving dishes completed effectively and efficiently in accordance with Serve Safe policies and procedures and Oswego County Health Department regulations.
- ♦ Maintains sanitation and security of kitchen by prohibiting counselors or other unauthorized non-kitchen staff from admission, rather working collaboratively with staff to meet their needs (e.g., requests for additional or replacement tableware).
- ♦ Peer relationship with counselors. Staff should limit personal communications with peers during scheduled shifts, rather waiting for an appropriate time and place (e.g., time off in the staff house). While staff are encouraged to develop personal friendships and professional relationships, this should never detract from opportunities to interact with campers and provide adequate and appropriate supervision.
- ♦ May work with Program Director or Activity Specialists to accommodate food service needs for programming (e.g., smores or pack out lunches).

#### Equipment Used:

- ♦ Commercial kitchen with walk-in cooler/freezer, pantry, refrigerators, freezers, dishwasher, mixer, food processor
- ♦ Kitchen utensils (e.g., knives, spatulas), pots, pans, serving and mixing dishes
- ♦ Cleaning and sanitation chemicals

- ♦ Mops, brooms, rags
- ♦ Washing machine for laundering kitchen aprons, rags, and the like daily
- ♦ Under direct supervision of Kitchen Manager or Cook may use flat top grill or convection oven
- ♦ Does **not** operate steamer, meat slicer, tilt skillet, or commercial mixer with or without supervision

Qualifications: (Minimum Education and Experience)

- ♦ Minimum 18 years of age. Graduated high school preferred.
- ♦ Knowledge of current Oswego County Health Department regulations and practices related to food service preferred.
- ♦ Serve Safe certification (Food Handler or Manager) or willingness to complete Food Handler training required.
- ♦ Knowledge of food preparation and serving, storage of food and dishwashing procedures is preferred.
- ♦ Experience working with people of differing physical and developmental abilities preferred.
- ♦ Current certification in American Red Cross First-Aid (standard or wilderness), Adult and Pediatric CPR/AED; Wilderness First Aid and Epi certifications preferred.
- ♦ Must submit health history record and examination form 10 days prior to first day of staff training.

Knowledge, Skills, and Abilities:

- ♦ Desire to work in the food service area, willingness to learn and adhere to Serve Safe food handling and Oswego County Health Department regulations.
- ♦ Desire and ability to work with children ages 7 (+) and adults
- ♦ Experience working with people of all abilities preferred.
- ♦ Willingness to live and work in a camp setting, working irregular hours.

Physical Aspects of the Job:

- ♦ Ability to lift and carry 50 pounds including unloading food, carry trays of dishes, lifting supplies and equipment as needed.
- ♦ Visual ability to identify and respond to environmental hazards.
- ♦ Physical ability to operate kitchen equipment according to safe recommended methods.
- ♦ Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more).
- ♦ Ability to assess and determine cleanliness of dishes, food surfaces, and kitchen area.
- ♦ Eye-hand coordination and manual dexterity to manipulate equipment
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

- ♦ Ability to observe camper behavior and assess its appropriateness, ability to assess and proactively avert risk management threats, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques in accordance with camp philosophy and policies.
- ♦ Ability to observe staff behavior and assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to human, environmental, and other hazards related to the activity.