

Job Description For The Kitchen / Dining / Laundry Staff

Minimum Qualifications

- Desire to work in the food service area
- Ability to read menus, weights, and measures
- Ability to work well with others
- Ability to accept supervision
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- Good character, integrity, and adaptability Enthusiasm, sense of humor, patience, and self-control
- College student or at least 18 years of age

Responsible To

Executive Director, Food Service Manager or Summer Director

Camp Goals

To Assist in every day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camp Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

General Responsibilities

- Comply and maintain the health and safety standards as mandated by the state and county health departments.
- Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.
- Compliance of the American Camping Association Accreditation Standards.
- Participate in overall camp staff training.
- In seasonal operation, clean and prepare food service areas for use. Close kitchen down for off-season.
- Assist workers in preparing foods by performing any combination of the following tasks:
 - wash, peel, etc., vegetables;
 - prepare poultry and meats;
 - prepare breads
 - stir and strain soups and vegetables
 - weigh and measure foods
 - carry pans, pots, etc.
 - store food
 - clean utensils and area
 - distribute food and supplies.
- Assist in any area of kitchen or dining room, as requested by head cook.
- Food service assistants may be asked to share responsibilities of the following jobs. These jobs could be designated by the cook and food service manager's assistant as:
 - cook's helper;
 - pot washer;
 - pantry and salad person
 - dishwasher
 - clean up food spills or persons being sick
 - wash the trash cans
 - take out the garbage
 - mix juices,

- Help unload and store supplies.
- Help move supplies around kitchen.
- To help the cooks prepare non-cooked food according to the daily menu in accordance with approved food preparation standards.
- Keep all areas clean and sanitized at all times.
- Keep your area up to good health standards. Run your areas according to all health code and USDA standards.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Daily Responsibilities:

- To work under the direction of the cooks.
- You are to help the cooks in any way that is needed.
- Each week the kitchen staff will rotate the work areas and will be responsible for that area.

Kitchen Helper/Dishwasher

General Responsibilities

- Serve Food in compliance with USDA, ACA and Health Dept. Codes
- To take all the dirty dish tubs from the dining room and loads the dishwasher.
- Must make sure that the dishwasher is washing and rinsing the dishes at the correct temperature.
- Wash dishes, glasses and silverware by hand or machine.
- Sweep and mop kitchen and dining room.
- Take out trash from kitchen and dining room to dumpster.
- Clean and wash trash cans at least every other day, daily if needed.
- Cut, peel, and wash vegetables, as needed.
- Wash pots and pans, as needed.
- Mix juice, and serve juice, milk, and water.
- Help unload supply truck and put supplies away.
- Clean spillage in kitchen or dining room.
- Make sure dishwasher area is kept clean. Straighten counter and clean after each meal.
- Help in any area of kitchen or dining room as requested by food service manager.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
- Assist Staff in the cabins of a night time.
- Sleep in cabins at night.

Kitchen Helper / Pot Washer

General Responsibilities

- Serve Food in compliance with USDA, ACA and Health Dept. Codes
- Wash pots by hand or machine, as needed.
- May peel, cut, and wash vegetables.
- Clean ovens and stoves.
- Keep pot-washing area clean.
- Clean the kitchen area and cooler, sweep and mop floors.
- Help in any area of kitchen or dining room as requested by food service manager, cook, or assistant.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Kitchen / Dining Room Duties

- Serve Food in compliance with USDA, ACA and Health Dept. Codes
- Clean the Dining area and cooler, sweep and mop floors.

- Must make sure that before each meal the entire dining room is properly set up before the meal session, including all and enough food and non-food items on every table, wash up tray and dirty dish trays out, and drinks table is set up.
- Once the meal is over to re-set up the dining room for the next session. Once the meal session is over all tables must be sanitized, floors swept and mopped, cleaned properly, the steam table must be emptied and cleaned, and the garbage cans emptied and washed if needed.

Laundry / Dining Room Duties

- Laundry is the first priority.
- Laundry Picked up sorted cleaned and sanitized Folded and returned to proper owner or place.
- Serve Food in compliance with USDA, ACA and Health Dept. Codes
- Clean the Dining area and cooler, sweep and mop floors.
- Must make sure that before each meal the entire dining room is properly set up before the meal session, including all and enough food and non-food items on every table, wash up tray and dirty dish trays out and drinks table is set up.
- Once the meal is over to re-set up the dining room for the next session. Once the meal session is over all tables must be sanitized, floors swept and mopped, cleaned properly, the steam table must be emptied and cleaned, and the garbage cans emptied and washed if needed.

Essential Functions

Must be able to

Observe what needs to be done
 Communicate with staff
 Lift dishes to their storage location
 Use kitchen equipment safely
 Operate electrical and mechanical equipment
 Maintain appropriate inventory of food and supplies
 Operate dishwasher while maintaining appropriate temperature
 Determine cleanliness of dishes, food contact surfaces, and kitchen area
 Assess condition of food
 Has physical strength (to lift, load, unload, mop, repair, move food and supplies etc.)
 Relate to camper needs
 Keep neat, orderly and file records
 Assist campers or staff
 Get to remote locations on camp property quickly
 Observe and assess unsanitary or unhealthy conditions of camp
 Train staff
 Observe camper behavior
 Identify and respond to hazards
 Work with different age and skill levels
 Plan and conduct activity
 Assist campers in emergency (fire, evacuation, illness, or injury)
 Observe loading and unloading of buses and vans
 Possess strength and endurance required to maintain constant supervision of camp.

WORK HOURS: Work week will be from Sunday approximately 12:00 PM until Saturday after the campers depart around 12:00 PM. Hours to be worked are to be worked out between the executive director, the camp director.

All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday morning.

NIGHT OFF: We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. The purpose for the night is to get away from camp for a short while. It is not a

time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

I have read the above job description and understand my responsibilities.

Print Name

Date

Signature

Date