

Job Description For Kitchen Assistances

Minimum Qualifications

- Training and experience in cooking for large groups.
- Ability to work well with others at camp.
- Ability to prepare foods for special groups (i.e., people with eating disorders, diabetes, etc.) as needed.
- Knowledge of standards of food preparation, serving, and kitchen procedures.
- 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 / or Food Service Manager / Head chef / 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

- Train kitchen staff with Camp Directors and / or Food Service Manager / Head chef.
- 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.
- Work with Camp Directors and / or Food Service Manager / Head chef to estimate needs, and to order, receives, and stores foodstuffs and supplies.
- Fry, boil, broil, roast, steam meat, poultry and/or vegetables.
- Prepare soups and gravies.
- Short-order cook, baker or butcher as needed.
- Function as general all-round cook for all meals and special events.
- 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
 - Help unload and store supplies.
 - Help move supplies around kitchen.

Job Description For Kitchen Assistances Continued

General Responsibilities continued

- Evaluate current season and make recommendations for following season.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

DAILY RESPONSIBILITIES:

- Prepare food according to the daily menu in accordance with approved food preparation standards.
- Keep all areas clean and sanitized at all times.
- Keep all areas up to good health standards.
- Prepare enough food for all and keep a daily inventory.
- Run all areas according to all health code and USDA regulations.
- Meals are served on a timely basis and proper portions.
- Kitchen, dining room and dishwasher are kept clean and sanitary.
- Watch for safety hazards, reporting any to the camp director or executive director.
- All meats must be cooked to at least 160 degrees Fahrenheit.
- All hot food must go directly from the stove or oven directly to the steam table and after serving, directly from the steam table to the cooler.
- No food is allowed to sit in the steam table more than fifteen minutes after staff and campers are served.
- Food prep areas must be sanitized after each food item is prepared.
- All kitchen staff must use gloves in preparing and serving of food. Your hands must be washed every time you begin to prepare a new food item, and when you go from food prep to serving of food.
- Gloves must be worn when preparing any and all foods that will not be cooked.
- To help back in delivery trucks, help unload and properly store the food.
- To rotate the food properly.
- Make sure the steam table is turned on at the proper time, clean the oven, cooker and fryer. Gets all food out at the right times e.g.: bread.

SCHEDULING:

- All kitchen staff report to the Kitchen Supervisor

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 kamp.

Job Description For Kitchen Assistances Continued

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, and the summer directors.

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

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