



Job Description

SACANDAGA

Food Service

Job Title: Kitchen Assistant

Classification: Exempt (Seasonal)

Reports to: Chef

General Description: To assist the Food Service Manager and Cook in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area.

Qualifications

1. Must be at least 18 years of age .
2. Experience in institutional or large food service setting.
3. Desire to work in the food service area.
4. Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures.
5. Current, valid ARC Community First Aid & CPR or equivalent is required. This course will be supplied during staff training.
6. Must demonstrate ability to accept responsibilities, to provide leadership and to supervise effectively.
7. Good character, integrity, and adaptability.
8. Ability to accept supervision and guidance.
9. Enthusiasm, sense of humor, patience, and self-control. Able to maintain good judgement and decision making skills through extended long hours.

Knowledge, Skills, and Abilities

- ◆ Knowledge of current health and safety laws and practices is essential.
- ◆ Knowledge of and experience in preparation of special dietary foods including vegetarian foods.
- ◆ Knowledge of food service sanitation.

Essential Job Functions

1. Assist in the daily operations of the camp food service.
 - ◆ Assist in the preparation of food as the menu indicates including washing and peeling.
 - ◆ Set up food, supplies, and utensils for dining hall distribution.
 - ◆ Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
 - ◆ Clean and maintain 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.
3. Assist in the preparation and packaging of food for use 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 Responsibilities

- ◆ Be a positive role model at all times to campers and staff regarding cleanliness, punctuality, sportsmanship, good manners, teamwork, table manners, etc.
- ◆ Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
- ◆ Be flexible and willing to change routine. Work assignments may be reassigned & duties may be assigned as necessary.
- ◆ Be willing to cooperate with Campfire Council members, volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
- ◆ Turn in all assigned paperwork, thoroughly complete and on time.
- ◆ Manage personal time off in accordance with camp policy.
- ◆ Use thoughtful and mature judgment.
- ◆ Consistently and completely perform responsibilities of the position in an independent manner.
- ◆ When requested by the Director, perform tasks required for the successful operation of the camp.
- ◆ Inform the Director of problems or unusual activities that pertain to camp.
- ◆ Do not follow any discriminatory practices based upon race, color, national origin, sex or handicap.

Physical Aspects of the Job:

- ◆ Ability to lift and carry 30 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/walking for long periods of time (60 minutes or more).
- ◆ Ability to provide first aid and to assist campers and staff in an emergency.
- ◆ Determine cleanliness of dishes, food surfaces, and kitchen area.
- ◆ Ability to assess condition of food.

Supervision

This person is under the direct supervision of the Food Service Manager / Chef and the Assistant Director