

## **WHITE MEMORIAL CAMP**

### Job Description

**Position:** Kitchen Assistant (Seasonal, Part-time exempt)

**Reports to:** Food Service Supervisor and Cook

**Hours:** 25-30

**Salary:** \$7.50/hr - \$8.50/hr

#### **Position Purpose:**

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.

#### **Essential Job Functions:**

1. Assist in the daily operations of the camp food service.
  - a. Assist in the preparation of food as the menu indicates including washing and peeling.
  - b. Set up food, supplies, and utensils for dining hall distribution.
  - c. Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
  - a. Clean and maintain all food-preparation and storage areas.
  - b. Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
  - c. Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
  - d. Assist in the preparation and packaging of food for use outside the camp dining hall.
3. Work with cooks and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
  - a. Prepare and store pack out food according to camp and health code procedures.
  - b. Advise staff on equipment or preparation materials needed for identified menu choices.

#### **Other Job Duties:**

Kitchen assistants may share many tasks as included above or may assist with food preparation, dishwashing, prepping meal kits to cook over fires, catering in the dining hall, and dining hall service,

#### **Relationships:**

Kitchen assistants have a designated relationship with their supervisor, the cook, and through them may relate directly or indirectly to program staff and Counselors in regard to pack outs, dishwashing etc.

#### **Equipment Used:**

Sharp knives, dishwasher, convection oven, proofer and other kitchen equipment and utensils.

#### **Qualifications: 16 or older**

- Desire to work in the food service area.
- Knowledge of food preparation and serving, storage of food and dishwashing procedures is preferred.

#### **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 for long periods of time
- Determine cleanliness of dishes, food surfaces, and kitchen area.

**Additional Benefits:**

To encourage new business, WMC offers staff a 5% finders fee incentive when they get a new group to attend camp or utilizes the ropes course or facilities and drop the staffers name.

Staff are entitled to the Part Time Staff/Volunteer Scholarship discount which allows them to offer a discounted camp rate or cabin rental rate to a friend or family member.

Staff receive on-site meals and lodging if the event on-site is being cooked or catered to or requires an overnight stay to complete the Challenge Course.

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**ACKNOWLEDGMENT OF POSITION**

By signing below, I acknowledge that I have read and agree to accept this Job Position as written. I also accept that White Memorial Camp may alter job duties and other aspects of the position at any time as needed.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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