

JOB RESPONSIBILITIES
KITCHEN ASSISTANT



RESPONSIBLE TO: Kitchen Manager

RESPONSIBILITY: To achieve camp goals with major responsibility to assist the Kitchen Manager in food preparation, checking inventory, and completing sanitation procedures. Assist in other areas of camp organization as requested.

MINIMUM QUALIFICATIONS:

- Must be 18 years or older
- Must have a current Tine Test
- Must have some knowledge in food service
- Must have emotional and spiritual maturity
- Must agree with statement of Christian conduct, spiritual standard, and statement of faith

ESSENTIAL FUNCTIONS:

1. Assist in the daily operations of the camp food service.
 - a. Assist in the preparation of food as the menu indicates.
 - b. Set up food, supplies, and utensils for dining hall distribution.
 - c. Store food and leftovers at proper temperature.
 - d. Help train volunteers in food preparation tasks and use of kitchen equipment.
2. Assist in routine sanitation of the kitchen and related equipment.
 - a. Clean and maintain all food-preparation and storage areas and refrigeration units according to NYSDOH codes and ACA standards
 - b. Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
 - c. Help train volunteers in sanitation procedures and help monitor adherence to the procedures.
3. Assist in the preparation and packaging of food for use outside the camp dining hall.
 - a. Work with food service manager and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
 - b. Prepare and store pack out food according to camp and NYSDOH procedures.
4. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and staff by placing a priority on the health of your spiritual walk.
 - c. Make every effort to be a constructive staff member, contributing in every way possible to the health, harmony, and happiness of the Cedarbrook family group and to the accomplishment of the mission, goals, and objectives of Camp Cedarbrook in the Adirondacks

PHYSICAL ASPECTS OF THE JOB:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to lift and carry 30 pounds including unloading food, supplies, and equipment as needed.
- 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 determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to assess condition of food.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).

OTHER JOB RESPONSIBILITIES:

- Participate in training during pre-camp and in-service training during camp
- Participate in formal and informal performance appraisal given by your supervisor

- Participate in staff meetings
- Assist in other camp duties as needed