

Department: Hospitality Program

Job Title: **Kitchen Assistant**

Classification: ***Nonexempt***

Reports to: **Food Service Manager or Cook**

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.
  - ♦ 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, including special dietary restrictions.
4. Other duties as assigned

Qualifications: *(Minimum Education and Experience)*

- ♦ 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 50 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 (60 minutes or more).
- ♦ Determine cleanliness of dishes, food surfaces, and kitchen area.

*Some physical requirements of a General Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.*