

POSITION DESCRIPTION

Position Title: Kitchen Assistant

Revised: February 2004

Reports To: Food Service Manager

General Function: The Kitchen Assistant participates in the daily operations of the kitchen, including food preparation and cleaning of dishes and equipment.

Requirements: The Kitchen Assistant must be at least 18 years of age and a high school graduate. While experience or training in working with children is helpful, what is most important is that the Kitchen Assistant be an able learner and a person of integrity who is able to serve as a positive role model to youth. To properly support the mission and values of the camp, she/he must be a person of strong personal faith, with a positive relationship with the Catholic Church.

Because each staff member lives and works closely with the members of the staff community, it is important that the Kitchen Assistant is able to collaborate with others, communicate clearly and honestly, and be willing to contribute as community needs change. The incumbent must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment.

Principal Activities:

- Participate in the preparation and serving of meals
- Participate in cleaning of dishes, equipment, and the kitchen after each meal
- Assist the Food Service Manager in the unloading and storage of food and other supplies
- Remove kitchen garbage and recycling to the proper dumpsters
- Prepare daily camper snacks
- Prepare food for overnight cookouts and off-camp activities
- Serve as a “copilot” for a cabin group; sit with them at meals and attend evening activities with them
- Assist the program staff with the leading of evening activities and other all-camp activities, as needed
- Assist with Sunday camper registration
- As needed, temporarily supervise campers in the absence of their counselor
- After Friday camper departure, participate in the cleaning of the kitchen and Dining Hall
- Attend staff meetings, as requested
- Play with campers!!

Essential Functions:

- Ability, both visual and auditory, to identify safety hazards and monitor camper behavior
- Ability to safely and properly use kitchen equipment
- Ability to understand and implement health and food-safety regulations and procedures
- Ability to communicate procedures and regulations to staff and campers
- Ability to understand and implement behavior-management techniques
- Physical strength to lift food, supplies, and dishes (up to 20 pounds)
- Physical mobility and endurance to maintain constant supervision of campers
- Ability to provide first aid and to assist campers and staff in an emergency
- Ability to understand and communicate the camp's spiritual vision