

ALL SAINTS CAMP of the UOC of USA

Job Description – Kitchen Assistant



Job Title: **Kitchen Assistant**

Classification: **Nonexempt**

Reports to: **Food Service Manager/Head Cook**

Job Type: seasonal

Compensation: Competitive Wage

Position Purpose:

To assist the Food Service Manager/Head Cook preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen, serving and dishwashing areas.

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.
 - ◆ Bake breads, pastries, muffins, desserts, salads, etc.
 - ◆ Set up food, supplies, and utensils for dining hall distribution and food serving.
 - ◆ Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
 - ◆ Clean and maintain all food-preparation, serving 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. Work as a member of a food service team.
 - ◆ Complete assigned tasks with other kitchen team members quickly, accurately in a courteous and professional manner.
 - ◆ Participate in kitchen training as provided.
 - ◆ Assist with receiving/storing food orders per requirements.
 - ◆ Maintain a polite, courteous, and professional demeanor at all times to provide quality customer service to encampments.
 - ◆ Maintain a clean and professional physical appearance.

Other Job Duties:

1. Assist in recording inventory.
2. Assist with daily distribution/returned food counts.
3. Assist with maintaining other camp building kitchen areas as required.
4. Assist with receiving/storing of food orders as needed.

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5. Follow and adhere to all ASC policy and procedures as provided.

Relationships:

1. Kitchen assistants have a designated relationship with their supervisor, the Food Service Manager/Head Cook and through them may relate directly or indirectly to program staff and counselors related to integration of the food service in the mission and program goals of the camp.
2. ASC requests no fraternization between staff members and/or encampment guests.

Equipment Used:

Kitchen assistants should be able to use stove, oven, convection oven, warmer, mixer, food slicer, dishwasher, kitchen utensils, microwave oven, and electric coffee makers.

Qualifications:

- ◆ Desire to work in the food service area
- ◆ Knowledge of and experience in food service: food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment is preferred.
- ◆ Ability to prepare foods according to recipes/instructions with minimal supervision.
- ◆ Provide and/or submit for appropriate background checks as required by ASC Policy and PA State Requirements.
- ◆ Must be 18+ years of age.

Physical Aspects of the job:

- ◆ Ability to lift and carry 50 pounds including unloading food, supplies, and equipment as needed.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ◆ 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).
- ◆ Determine cleanliness of dishes, food surfaces, and kitchen area.
- ◆ Ability to assess condition of food.
- ◆ Housing is not provided for position unless place of residence is more than 35 miles from All Saints Camp.

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Additional Benefits:

- Use of Kitchen Staff Cabin as appropriate (bathroom, lounge)
- Meals provided during the season
- Use of swimming pool on off-time with approval of ASC Management

Questions or inquiries should be made to:

Josh Oryhon – All Saints Camp Manager
josh@allsaintscamp.org