

Sky Lake of Wyoming Conference, Inc.

Kitchen Helper Job Description

Position Purpose

To assist the Food Service Manager, Head Cook, and Assistant 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, peeling, cutting, etc. following New York State Health Department regulations.
 - ◆ Set up food, supplies, and utensils for dining hall distribution.
 - ◆ Store food and leftovers at proper temperature.
 - ◆ Assist with the serving of food, including caring for refills.
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 by the instruction of the Food Service Manager and/or Cooks.
 - ◆ Sweep and mop kitchen floor surfaces as directed by the Food Service Manager and/or Cooks.
3. Assist in the preparation and packaging of food for use outside the dining hall.
 - ◆ Work with Head and Assistant Cooks and other staff in reviewing cookout/snack requests to ensure adequate and accurate amounts and variety.
 - ◆ Carefully and completely prepare and store cookout/snack requests according to camp and New York State Health Code procedures.
 - ◆ Assist in the cleanup of completed cookouts/snacks.

Other Job Duties

- ◆ Contribute to verbal and written evaluations and communication as requested.
- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions.
- ◆ Provide cruising instructions during “Round-Robin” orientation as directed by Food Service Manager.
- ◆ Assist in one of the camp stores during registration time.

Scope of Duties

- ◆ Because of the importance of clean, proper preparation of food, the kitchen staff plays a vital role in the program of summer camp. The cheerful, efficient performance of the duties adds to smooth operation of the facilities and adds to the success of a Sky Lake camp experience. Since Kitchen Helpers come in contact with counselors, staff, and campers through cruising and cookout planning, it is important that your actions and attitudes are consistent with the principles of Christian love and concern for persons. “Safety” rules should be explained and enforced for the welfare of all concerned. “Convenience” rules or procedures should be explained, and cooperation within the context of the Christian community fostered.
- ◆ The kitchen staff works in cooperation with the director(s) for the session and must seek to understand the philosophy and program for the session and help implement the program by fulfilling all reasonable requests for food services. If there is any doubt in your mind regarding “reasonable request”, consult with the Food Service Manager, Head Cook, or Assistant Cook.
- ◆ Your attitude is of utmost importance in your relationship with campers and staff—patience, concern, compassion, fairness, and love are requisites.

Qualifications

- ◆ Must be at least 16 years of age.
- ◆ Desire to work in the food service area.
- ◆ Knowledge of food preparation and serving, storage of food, and dishwashing procedures is preferred.
- ◆ Posses basic mathematical skills (addition, subtraction, multiplication, and division)

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, carry trays of dishes, lifting supplies and equipment as needed.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Requires eye-hand coordination and manual dexterity to manipulate and 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), bending, and stooping.
- ◆ Ability to determine cleanliness of dishes, food surfaces, and kitchen area.

Line of Authority

This position works under the direction of the Food Service Manager, Head Cook, and Assistant Cook. This position is also accountable to the Program Director and Executive Director.

Work Schedule

This position works from 8am Sunday until the conclusion of staff meeting on Friday evening. This position also requires assisting with breakfast and dinner on Sunday at least once during the summer.

This description of duties is not intended to limit activity, but only to define areas of responsibility. It is expected that Kitchen Helpers will respond to opportunities to use other gifts and talents as the program requires.