

GSCSNJ SUMMER CAMPS

Job Description

Job Title: **Kitchen Staff**
Classification: Exempt (Seasonal)
Reports to: Kitchen Manager
Location: Camp Sacajawea

Position Purpose:

The Kitchen Staff supports the overall food-service operation of the camp.

Essential Job Functions:

1. Support the daily operations of the camp food and dining service.
 - ♦ Assist in the planning, preparation and cooking of nutritionally balanced camp meals, snacks, and pack-out food.
 - ♦ Ensure safe and efficient preparation and serving of camp meals.
 - ♦ Support menu planning for cookouts and overnights.
2. Assist with inventory and ordering of food, equipment, and supplies
 - ♦ Help maintain inventory of food and household supplies.
 - ♦ Maintain high standards of cleanliness, sanitation, and safety.
 - ♦ Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
 - ♦ Inspect equipment and ensure equipment is repaired as necessary.
 - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.

Other Job Duties:

1. Assist with opening the kitchen prior to camp, necessary cleaning and organization for pre-camp Health Department inspection.
2. Attends all trainings and staff meetings before and during the camp season.
3. Adheres to all GSCSNJ council policies and procedures.
4. Observes all safety precautions and complies with all GSCSNJ council health and safety rules and procedures.
5. Maintain open communication with all camp staff members.

Qualifications:

- ♦ Must be at least 21 years old.
- ♦ Current NJ Food Handler's Certification or equivalent education.
- ♦ At least 2 years of experience in a supervisory role.
- ♦ First Aid/CPR certification preferred.
- ♦ Valid drivers' license, proof of insurance and access to reliable transportation. Daily and/or occasional travel may be required.
- ♦ Experience in institutional or large food service setting.
- ♦ Knowledge of and/or experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.
- ♦ Ability to work within a budget and purchase supplies efficiently.

Knowledge, Skills, and Abilities:

- ♦ Knowledge of current health and safety laws and practices is essential.
- ♦ Knowledge of and experience in preparation of special dietary foods.

Physical Aspects of the Job:

- ♦ Ability to effectively communicate orally and in writing.
- ♦ Physical ability to lift and carry 50 pounds.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to safely and properly use kitchen equipment.
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.

Employee Printed Name

Employee Signature

Date

Director Printed Name

Director Signature

Date