

# Job Description

JOB TITLE: Kitchen Staff	FLSA: Seasonal
DEPARTMENT: Girl Experience; Camp Hoover	:
REPORTS TO: Head/Assistant Cook	DATE: December 2018

**JOB SUMMARY:**

The role of the Kitchen Staff is to prepare, serve, and store food according to industry standards and to maintain a productive and sanitary kitchen at all times.

**MAJOR ACCOUNTABILITIES:**

- Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions.
- Implement the camp menu in accordance with all food programs and health standards. Take into consideration the different food allergies of campers and staff.
- Prepare and fill requests for cook-outs, pack-outs and specialty program needs.
- Ensure that there is no cross-contamination of food for those with allergies.
- Carry out proper procedures for food preparation, serving, storage and clean-up of meals in accordance with proper health, safety and sanitation.
- Effectively usage of the kitchen equipment and proper sanitary techniques, using all food preparation and safety standards of the State of New Jersey, ACA, Serv-Safe, and OSHA.
- Maintain temperature records as needed and required.
- Review weekly all camper and staff allergy needs, and carry out substitutions to the menu as needed.
- Maintain the kitchen/dining hall in a neat and clean order at all times.
- Actively participate in the end of the week clean up on Saturdays.
- Assist in instructing and leading campers in emergency procedures such as fire drills, evacuations etc. as required.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

**JOB QUALIFICATIONS:**

- Must be at least 18 years of age.
- Interest in work in the food industry.
- Reliable, responsible, good judgment, patience and a sense of humor.
- Ability and desire to work with girls and adults in a camp setting.
- Ability to communicate clearly, to be flexible and adaptable and to remain calm in an emergency.
- Have an understanding of the capabilities, needs, and interests of children.
- Ability to stand for long periods of time.