girl scouts heart of new jersey

Job Description

JOB TITLE: Kitchen Staff	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Sleepaway Camp - $250 - $450 per week housing provided
REPORTS TO: Head/Assistant Cook	Additional Benefits: In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave.

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. Kitchen staff participants in the daily clean up of the kitchen and equipment, dishes, etc.

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.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- Carry out proper procedures for food preparation, serving, storage and clean-up of meals in accordance with proper health, safety and sanitation. Including cleaning dishes, pots, etc. Rotation of food in storage areas with FIFO in mind.
- Meet the health and safety standards necessary to pass county, state inspections.
- Carryout proper cleaning of the kitchen on a daily and weekly basis, including but exclusive to sweeping, mopping, taking out trash, recycling.
- Effective 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. (SLEEPAWAY CAMP ONLY)
- Assist in instructing and leading campers in emergency procedures such as fire drills, evacuations etc. as required.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measle, rabies, and COVID-19.
- 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.