



## Job Description

**Job Title:** Kitchen Staff  
**Reports To:** Food Service Coordinator, Program Director, Executive Director  
**Position Status:** Seasonal

### POSITION SYMMARY:

Kitchen staff work with the Food Services Coordinator to ensure that all campers and staff are receiving nutritious and delicious nourishment all day every day. Kitchen Staff support the preparation, serving, and clean-up of meals for up to 275 individuals, served along with robust salad bars, allergy-free and vegetarian options, and snacks. The Kitchen Staff support the serving and cleaning of all meals. They also take on various tasks in general support of the Food Services operation, such as inventory, checking temperatures of various kitchen equipment, staff snacks, , dish washing, etc. They must have a strong attention to detail and prioritize cleanliness, safety, and organization in the kitchen while also being strong members of the Food Services team.

### ESSENTIAL FUNCATIONS:

- Oversee meals and assure all food well-stocked and prepared for every meal.
- Assist with preparing and serving food for group meals, storing leftover food, and cleaning after meal.
- Assists with cleaning of the kitchen, dishes, appliances, reach-ins, walk-ins, pantry, and warehouse.
- Ensures that the kitchen is in tip-top shape, meeting Health Department requirements, at all times.
- Works with Food Service Coordinator to unload and organize food deliveries.
  - Stocking items in correct locations
  - Putting incoming stock behind older stock
  - Having white labels facing out to be able to read
  - Checking dates of current stock and incoming stock

### QUALIFICATIONS:

- Age 16 or older
- Certified in CPR, First Aid (ACA HW-1A)
- Leadership ability and teamwork oriented
- Ability to interact with all age levels
- A commitment to working with staff and camper population for the fulfillment of YMCA goals

### WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the

duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

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SIGNATURE

DATE