



Job Description

Job Title: Kitchen Staff
Reports To: Food Service Coordinator
Position Status: Seasonal

POSITION SUMMARY:

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 FUNCTIONS:

- Assists the Food Service Coordinator with the preparation, serving, and cleanup of meals and snacks for campers and staff.
- Helps ensure food is properly prepared, stocked, presented, and available for each meal and follows established procedures for allergy-aware, vegetarian, and other special dietary needs.
- Assists with proper food storage, labeling, dating, rotation, and handling of leftover food.
- Assists with meal setup, serving lines, salad bars, snack service, and cleanup.
- Washes, sanitizes, dries, and properly stores dishes, utensils, cookware, and kitchen equipment.
- Maintains the kitchen and food-service areas in a clean, organized, sanitary condition that meets applicable health department and Camp Timbers requirements.
- Assists with monitoring and documenting food and equipment temperatures as directed.
- Assists the Food Service Coordinator with receiving, unloading, organizing, and storing food and supply deliveries.
- Checks dates and condition of current and incoming food stock and reports concerns, damaged products, shortages, or expired items to the Food Service Coordinator.
- Assists with maintaining accurate inventory and communicates food and supply needs to the Food Service Coordinator.
- Maintains cleanliness and organization throughout the kitchen and immediately addresses spills, debris, or other conditions that could create a safety or sanitation concern.
- Follows all food safety, personal hygiene, handwashing, cross-contamination prevention, allergy, chemical safety, and sanitation procedures.
- Communicates promptly with the Food Service Coordinator regarding food safety concerns, equipment problems, injuries, illness, or other issues affecting kitchen operations.
- Works cooperatively with other Kitchen Staff and Food Service team members to ensure meals are served efficiently and the kitchen is ready for the next meal or task.
- Provides a positive and welcoming presence for campers and staff during meal service.
- Performs any other functions necessary for the smooth and efficient operation of camp and to make the camp experience the best it can be for campers.

QUALIFICATIONS:

- Age 16 or older
- Certified in CPR, First Aid (ACA HW-1A)
- Previous kitchen, food-service, camp, or commercial food-service experience preferred
- Ability to work cooperatively as part of a team in a fast-paced kitchen environment.
- Strong attention to detail and commitment to cleanliness, organization, and food safety.
- Ability to follow written and verbal instructions and established food-service procedures.
- 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.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Job requires high levels of alertness and concentration. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. 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.

SIGNATURE

DATE