

Job Title:	Kitchen Assistant	Reports To:	Cook
Department/Group:	Program	Job Code/Req#:	79300
Location:	Camp Linden	Travel Required:	Yes
	Camp Merrie Woode		
Level/Salary Range:	\$180/week	Position Type:	Seasonal
Program Contact:	Human Resources	Date posted:	February 6, 2014
Will Train Applicant(s):	Yes	Posting Expires:	Until position is filled

Applications Accepted By:

FAX OR E-MAIL:

(269)492-1439 or hr@gshom.org

Subject Line: Kitchen Assistant (Specify Location)

Attention: HR – Program Department

MAIL:

HR – Program Department Girl Scouts Heart of Michigan

Subject Line: Kitchen Assistant – Specify Location

601 W Maple

Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

To assist the Food Service Manager and Cook in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area.

ROLE AND RESPONSIBILITIES

- 1. Assist in the daily operations of the camp food service.
 - Assist in the preparation of food as the menu indicates, including washing and peeling.
 - Set up food, supplies, and utensils for dining hall distribution.
 - Store food and leftovers at proper temperature.
- 2. Assist in routine sanitation of the kitchen and related equipment.
 - Clean and maintain all food-preparation and storage areas.
 - Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
 - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
- 3. Assist in the preparation and packaging of food for use outside the camp dining hall.
 - Work with cooks and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
 - Prepare and store pack out food according to camp and health code procedures.
 - Advise staff on equipment or preparation materials needed for identified menu choices.
- 4. Other duties as assigned.

KNOWLEDGE

- Experience in institutional or food service setting
- Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures
- Knowledge of current health and safety laws and practices is essential
- Knowledge of and experience in preparation of special dietary foods, including vegetarian foods
- Knowledge of food service sanitation



SKILLS AND ABILITIES

- Ability to lift and carry 50 pounds, including unloading food, supplies, and equipment as needed
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities, as well as camper and staff behavior
- Physical ability to operate kitchen equipment according to safe, recommended methods
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- Ability to provide first aid and to assist campers and staff in an emergency
- Determine cleanliness of dishes, food surfaces, and kitchen area
- Ability to assess condition of food
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- 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 the strength and endurance required to maintain constant supervision of campers

COMPENSATION

- Room and board
- \$180 per week (based on a 6-day week)
- Work days each week will fluctuate depending on need.

LOCATION EMPLOYMENT DATES

- Camp Merrie Woode: June 22 August 10, 2014
- Camp Linden: June 22 August 10, 2014

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