

Job Title:	Kitchen Assistant	Reports To:	Kitchen Coordinator
Department:	Outdoor	Travel Required:	Minimal
Location:	Camp Linden- Linden, MI Camp Merrie Woode- Plainwell, MI Camp O'The Hills – Brooklyn, MI	Status:	Seasonal
Salary:	\$55 per day (position requires a 6-day workweek at Linden and Plainwell locations; 3 day workweek at Brooklyn location)	Date Posted:	February 14, 2019

To apply please include a cover letter, resume, or employment application. Applications accepted by:

Subject Line: Kitchen Assistant- Preferred location
Email: camplinden@gshom.org or campmerriewood@gshom.org or campothehills@gshom.org
Website: <https://www.gshom.org/en/our-council/careers.html>
Fax: (269)492-1439

MAIL: HR – OUTDOOR DEPARTMENT
 Girl Scouts Heart of Michigan
 Subject Line: Kitchen Assistant –
 601 W Maple
 Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

To assist the Kitchen Coordinator in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- 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.
- 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.
- Other duties as assigned.

EDUCATION/QUALIFICATIONS

- Experience in institutional or food service setting preferred
- Knowledge of standards of food preparation and serving, storage of food, and kitchen sanitation procedures
- Knowledge of current health and safety laws and practices preferred
- Knowledge of and experience in preparation of special dietary foods, including vegetarian foods preferred
- ServSafe Food Handler Certification Preferred
- Must be willing to become a member of Girl Scouts
- Must be able to pass State and National background check

- Ability to lift and carry 50 pounds, including unloading food, supplies, and equipment as needed

COMPETENCIES

- Time Management
- Flexibility
- Customer Focus
- Stress Management
- Collaboration skills

WORK ENVIRONMENT

Operates in professional camp environment within the kitchen area. Kitchen is housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer, and chef's knives. The employee is frequently exposed to heat, steam, fire and noise. This position will interact with other employees employed outside of the kitchen and campers on a daily basis. Will spend a majority of hours each day standing.

WORK SCHEDULE

- Position requires flexibility with schedule. Typical schedule is Sunday through Friday at Plainwell and Linden locations. Typical schedule is Friday to Sunday at Brooklyn location.
- Position requires living on site and working evenings

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

COMPENSATION

- Room and board
- \$55 per day (position requires a 6-day workweek at Linden and Plainwell locations; 3-day workweek at Brooklyn location)

LOCATION EMPLOYMENT DATES

Camp Merrie Woode: June 16th through August 26th, 2019

Camp Linden: June 16th through August 26th, 2019

Camp O' The Hills: June 16st through August 26th, 2019

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____