



SUMMER KITCHEN ASSISTANT – Job Description

1. Reports to the Food Service Director.
2. Duties: Assist the Food Service Director (FSD) in all aspects of kitchen operation and in preparing meals according to the menu and the food service guidelines, including, but not limited to, the following:
 - a. Personnel:
 - i. Assist in the supervision of all dishwashers and other kitchen help.
 - ii. Mentor and train summer staff in the basics of food service preparation and kitchen operation.
 - b. Administration:
 - i. Assist in other areas of camp operation as appropriate.
 - ii. Attend some staff meetings, orientations and trainings.
 - c. Food Service:
 - i. Prepare meals according to the menu and the food service guidelines.
 - ii. Utilize leftovers when possible and appropriate.
 - iii. Utilize garden harvests as much as possible and as fresh as possible.
 - iv. Place food orders, receive food deliveries and store appropriately if necessary.
 - v. Help to keep the kitchen clean and organized, including all food service and equipment storage areas.
 - vi. Meet all regulations from the San Diego County Health Department.
 - vii. Maintain kitchen and procedures to American Camp Association standards.
 - viii. Work to help make the kitchen as environmentally friendly as possible, reducing waste, using reusable resources when possible, and helping to recycle when needed.
 - d. Program
 - i. Program assistance for groups upon request as is appropriate.
 - e. Facilities and Maintenance
 - i. Assist in the maintenance of the kitchen and dining hall.
 - f. Other
 - i. Fill in or assist other employees as necessary.
3. Compensation, Schedule, and Personnel Policies
 - a. Salary is subject to camp policy
 - b. Onsite housing is required; utilities, food and accident and worker's compensation insurance is provided.
 - c. The normal work week is 5 days per week; days off are coordinated within the kitchen team.
 - d. Additional personnel policies are to be followed as stated in the Camp Stevens Personnel Policies.
 - e. The Food Service Intern needs to be physically fit and able work extended periods in the kitchen, carry loads of up to 50 pounds, and have at least average eyesight and hearing. He/She must also have a valid driver's license and a good driving record.