



KITCHEN ASSISTANT - Job Description

Reports to: Kitchen Manager

Overview: The Kitchen Assistant supports all aspects of kitchen operation by preparing meals according to the menu and the food service guidelines. This position requires independent and team-oriented work, reporting directly to the Kitchen Manager. These duties include but are not limited to, the following:

General Duties:

Food Service

- Prepare meals using a variety of techniques and culinary skills, including but not limited to slicing, chopping, wet and dry cooking, baking, grilling, etc.
- Prepare meals according to the menu and the food service guidelines.
- Utilize food supply effectively to minimize food waste and food costs.
- Utilize Camp Stevens garden harvests in a timely manner.
- Receive, inspect, and unpack food deliveries. Ensure food is stored properly.
- Help keep the kitchen clean and organized, including all food service and equipment storage areas.
- Complete daily cleaning and maintenance checklists as well as washing dishes as needed.
- Meet all regulations from the San Diego County Health Department.
- Work to help make the kitchen as environmentally friendly as possible, reducing waste, using reusable resources when possible, and recycling appropriately.

Interdepartmental Responsibilities

- Support camp operations by contributing to meal prep, clean up and dishes as scheduled.
- Assists with minor maintenance, repairs, and housekeeping as needed and ensures proper use of tools and equipment by self and staff.
- Communicates camp needs and tasks in regard to general upkeep of facilities and grounds to the appropriate maintenance staff.
- Leads programs, supports hospitality efforts, and cross-trains on as many camp skills as possible.
- Actively participates in departmental and interdepartmental meetings.

Community Commitment

- Actively participates in and guides intentional community development.
- Supports the holistic wellbeing of the staff and contributes to a positive staff community.
- Advocates for and embodies camp's values in the wider community.
- Fill in for or assist other employees as necessary.

Compensation, Benefits, Schedule, and Personnel Policies:

- Pay is subject to Diocesan policy and annual review.
- Housing, utilities, food and medical insurance is provided.
- The normal work week is 5 days per week.
- Vacation, sick, sabbatical, and other benefits are outlined in the Employment Manual
- Additional personnel policies are to be followed as stated in the Camp Stevens Staff Handbook.
- The Kitchen Assistant needs to be able to work extended periods in the kitchen, carry loads of up to 50 pounds, and have at least average eyesight and hearing. They must also have a valid driver's license and a good driving record.

I have read this job description thoroughly and understand the contents. I attest that I meet the minimum requirements of the position and intend to meet the expectations of this job to the best of my ability.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Hiring Director Signature: _____ Date: _____