



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:
3. Personnel:
 - a. Assist in the supervision of all dishwashers and other kitchen help, during the conference center season, and summer season.
4. Administration:
 - a. Assist in other areas of camp operation as appropriate.
 - b. Attend staff meetings, orientations and trainings.
5. Food Service:
 - a. Work with FSD and Kitchen Manager to prepare meals according to the menu and the food service guidelines.
 - b. Utilize leftovers when possible and appropriate.
 - c. Utilize Camp Stevens garden harvests in a timely manner.
 - d. Receive and unpack food deliveries.
 - e. Help to keep the kitchen clean and organized, including all food service and equipment storage areas.
 - f. Meet all regulations from the San Diego County Health Department.
 - g. Maintain kitchen and procedures to American Camp Association standards.
 - h. Work to help make the kitchen as environmentally friendly as possible, reducing waste, using reusable resources when possible, and helping to recycle when needed.
6. Program
 - a. Program assistance for groups upon request as is appropriate.
7. Facilities and Maintenance
 - a. Assist in the maintenance of the kitchen and dining hall.
8. Compensation, Schedule, and Personnel Policies
 - a. Salary is subject to camp policy
 - b. Onsite shared housing is required; utilities, food and full health benefits 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 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.
 - f. Fill in or assist other employees as necessary.