



## **KITCHEN ASSISTANT - Job Description**

**Reports to:** Food Service Director or Associate Executive Director

**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 Food Service Director or Associate Executive Director. These duties include but are not limited to, the following:

### **General Duties:**

#### **Food Service**

- Work with other kitchen staff to prepare meals according to the menu and the food service guidelines.
- Utilize leftovers when possible and appropriate.
- Utilize Camp Stevens garden harvests in a timely manner.
- Receive and unpack food deliveries.
- Help to keep the kitchen clean and organized, including all food service and equipment storage areas.
- Meet all regulations from the San Diego County Health Department.
- Maintain kitchen and American Camp Association standards.
- Work to help make the kitchen as environmentally friendly as possible, reducing waste, using reusable resources when possible, and helping to recycle when needed.

#### **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, 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: \_\_\_\_\_