



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

CAMP MANITO-WISH YMCA - KITCHEN ASSISTANT

MINIMUM QUALIFICATIONS

1. Minimum of 18 years of age
2. Restaurant or kitchen experience (preferred)
3. Food Handlers Certification or willingness to obtain
4. Desire and proven ability to positively interact, teach, and build life skills (including confidence and self-esteem) with youth
5. Certified in Standard First Aid and CPR (required) (Certifications may be obtained through Camp Manito-wish prior to first day of work)
6. Good written, organizational and verbal communication skills
7. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

WORK SCHEDULE:

1. 60 hours a week, if living on-site (room and board included) (preferred)
2. Part-time (20+ hours a week) and full-time (40 hours a week) commuting shifts available with adequate personal transportation to get to/from work

RESPONSIBLE TO: Food Service Director/Chef on duty
Operations Team

ESSENTIAL FUNCTIONS:

1. Ability to assist with, create and maintain a clean and safe food service operation
2. Ability to effectively communicate, work independently and meet deadlines
3. Ability to effectively communicate and work with campers as related to age and skill levels, providing necessary coordination, instruction and appropriate supervision especially as it pertains to achieving camper development objectives and program risk management
4. Ability to observe camper and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
5. Able and willing to accommodate and provide equitable experiences to diverse groups of people
6. Visual and auditory ability to identify and respond to environmental and other hazards
7. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
8. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
9. Able to carry 50 pound items of food, kitchen equipment and supplies around the Camp property and to and from vehicles as needed, especially for set up and break down of dining hall operations
10. Able to stand and provide food service operations for up to 10 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Act as a part of the food service and kitchen team for the session or assigned dates
2. Assist in creating a clean, safe, and accommodating food service experience for campers and staff
3. Utilize and practice industry standard operations and risk management according to Camp and ServSafe protocols over kitchen area, dish room area and equipment
4. **Kitchen Operation Responsibilities:**
 - Ensure food preparation areas, dish room, equipment and floors are clean, sanitized and organized as needed and after each shift.

- Wash, sanitize, and properly store all dishes including prep wares, cook wares, utensils, and serving dishes.
- Maintain and be accountable for all dish room equipment
- Set up commercial dish machine for each meal, record washing temperatures as needed, empty after each meal, and de-lime weekly
- Place, remove, and clean kitchen floor mats as needed
- Take out trash, compost and recycling as needed and after each shift
- Assist in the management of inventories, receiving orders, storing and organizing food and supplies
- Assist in dining room set up, break down, and cleaning under the direction of the Dining Hall Directors as appropriate.

5. Prep Work Responsibilities:

- Assist in sorting, distributing, washing, peeling, cutting, and cooking of food including preparation of sides, desserts and beverages
 - Assist in the management of food allergies and dietary needs of all participants and staff, especially to prevent cross-contamination
 - Assist in moving prepared and cooked food to appropriate locations for service
 - Assist with service during meal times including coordinating with Dining Hall Directors and waiters, serving meals, serving seconds, and communicating about other related dish or food needs with participants and staff
6. Report maintenance and repair needs to supervisor for them to submit a maintenance request
 7. Monitor and display active, sincere concern for campers and staff throughout the session including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities)
 8. Participate in all evening activities, opening/closing day events, and special activities, as assigned
 9. Become familiar with the use and applications of all items in dining hall first aid kit
 10. Be familiar with emergency procedures
 11. Provide direction to campers during emergency procedures, in both drills and implementation in case of emergencies
 12. Complete detail (cleaning assignment) as assigned and assist in the stewardship of Camp- assist in detail and special projects around Camp and maintaining a high standard of cleanliness in kitchen and dining hall bathrooms, workspaces, kitchen and dining hall areas, and staff housing
 13. Complete all pre- and post-session paperwork including: initial kitchen inventory, incidents and near miss reports and end of season inventory
 14. Submit an evaluation at the end each session and the end of the summer season as instructed by supervisor
 15. Actively participate in all training sessions
 16. Attend each meal when not on time-off
 17. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
 18. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
 19. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
 20. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
 21. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
 22. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
 23. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
 24. Perform other duties as assigned

TIME OFF:

1. One 24-hour period every week (on-site staff)
2. Schedules are made according to camper counts, trail schedules, and kitchen needs
3. All schedule requests are on a first come first served basis and switching shifts must be confirmed by supervisor
4. Any other time off at the discretion of the Dining Hall Director, Food Service Manager or Director