

SUTTLE LAKE CAMP JOB DESCRIPTION

SUMMER KITCHEN ASSISTANT

GENERAL RESPONSIBILITY: To support the Camping Ministry of Suttle Lake by providing Christian hospitality through meal service. Work as part of the kitchen team to prepare God's gift of food into nutritious and appetizing meals.

RELATIONSHIPS AND KEY CONTACTS: Kitchen assistants work closely with other staff and volunteers. Meal service and involvement with other activities will provide times of interaction with campers and guests.

RESPONSIBLE TO: The Food Service Manager is the direct supervisor for this position in the day to day kitchen operations and for all food service related aspects of the camp's ministry. When working in other areas of camp you'd be responsible to the designated supervisor, for example the facilities manager supervises maintenance. The Camp Director will offer overall supervision, assistance, and guidance for the overall camp ministry or in the absence of another supervisor.

SPECIFIC DUTIES:

- A. **Participate in training week(s) prior to camp and continuing education during camp, in order to develop:**
1. a positive Christian staff community and atmosphere of team work
 2. problem-solving skills
 3. food safety awareness
 4. food service skills
 5. emergency preparedness
 6. safe sanctuary practices
 7. activity leadership and safety
 8. understanding of overall camp operations and expectations
- B. **Assist with preparation of meals and clean up.** All staff are responsible for maintaining the quality and health of the camp's food service, and serving in this capacity in a way that reflects our desire to nurture our campers through nutrition:
1. Apply proper sanitation procedures in accord with camp policies and procedures along with appropriate state, county, ACA, and other regulatory standards.
 2. Practice safe and proper use of food service equipment.
 3. Maintain cleanliness of food preparation areas.
 4. Meal preparation and service.
 5. Lead KP crews in set up and washing dishes.
 6. Assist in maintaining proper inventory.
 7. Storing food appropriately; including use of labels, rotating inventory, putting away orders, and maintaining appropriate temperatures.
- C. Support camp logistics and provide a consistent quality for routine activities like: mealtimes with campers, snacks, cabin/shower house cleanup, off-site field trips, store, coordinating special events, and other tasks as needed.
- D. **Help with camp clean-up/housekeeping** as part of daily routines and after campers depart from camp.
- E. **Participate in staff meetings and devotions.** All staff are encouraged to add agenda items to list, lead group or faith building activities, provide feedback and suggestions for improvement of camp organization.
- F. As skills and abilities allow, assist with other camp activities (including program areas, basic maintenance, and office tasks as needed).

- G. Participate enthusiastically in as many camp activities as possible, even when not responsible for leading.

REQUIRED CERTIFICATIONS:

1. Oregon State Food Handler's Permit
2. Certification in CPR and First Aid (American Red Cross or equivalent)

DESIRED QUALIFICATIONS:

- A. Minimally 18 years of age or high school graduate
- B. Experience in food service.
- C. Ability to be flexible, learn quickly, take initiative, and follow directions.
- D. Awareness of safety and ability to actively intervene when needed.
- E. Ability to engage participants in activities with enthusiasm and clear directions.
- F. Ability to understand, identify, implement and articulate clear directions including safety measures.
- G. Ability to model appropriate behavior and use positive discipline techniques when needed.
- H. Preference given to applicants with a growing Christian faith and ability to share support others in their personal faith development.

ESSENTIAL FUNCTIONS:

1. Willingness to participate in a team environment.
2. Ability to communicate effectively with other staff and guests.
3. Strength and ability to lift a food container, weighing a minimum fifty pounds, from the floor to a working surface level (thirty-six inches high).
4. Ability to work with food service equipment and cooking vessels at a functional working of 60 inches (e.g. – stock pots on top of range or baking goods on upper racks of double-stacked convection oven).
5. Ability to operate food service equipment safely, including knives and mixers.
6. Ability to maintain proper sanitation in kitchen, bathrooms, and other areas of camp.
7. Safely handle and use cleaning supplies and other chemicals.
8. Read and sign the Camp & Retreat Ministry Mission Statement and Staff Disclosure Form.
9. Pass background check required by all camp staff.