



# Camp El-O-Win Job Description

**Job Title: Kitchen Assistant**  
**Classification: Nonexempt (Seasonal)**  
**Reports to: Head Cook**

## **Position Purpose:**

To assist the Cooks in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dish washing area.

## **Essential Job Functions:**

1. Assist in the daily operations of the camp food service.
  - Assist in the preparation of food as the menu indicates including washing and peeling.
  - Set up food, supplies, and utensils for dining hall distribution.
  - Set up dishes and cans/scrapers for hoppers.
  - Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
  - Clean and maintain all food-preparation and storage areas.
  - Clean kitchen equipment after use.
  - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
  - Wash dish cloths and kitchen towels daily.

## **Other Job Duties:**

Tasks assigned by the Head Cook. Could include weekly cleaning of the dry walk in, organization of supplies, defrosting freezer, etc.

## **Equipment Used:**

May include: ovens, stoves, mixer, dishwasher, meat slicer, knives, refrigeration units, food service utensils and plates, clothes washer and dryer, etc.

## **Qualifications:**

- Desire to work in the food service area.
- Knowledge of food preparation and serving, storage of food and dishwashing procedures is preferred.
- Must submit required employment forms prior to the first day of camp.

## **Physical Aspects of the Job:**

- ◆ Ability to lift and carry 50 pounds including unloading food, carry trays of dishes, lifting supplies and equipment as needed.
- ◆ Visual ability to identify and respond to environmental hazards.
- ◆ Physical ability to operate kitchen equipment according to safe recommended methods.
- ◆ Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more).
- ◆ Determine cleanliness of dishes, food surfaces, and kitchen area.

Physical requirements include: endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the dirt, sun, heat and varying weather conditions and animals such as bugs, snakes, bats, etc.