

Suttle Lake Camp Job Description
Position: Summer Kitchen Assistant

GENERAL RESPONSIBILITIES: To support the Camping Ministry of Suttle Lake Camp by offering Christian hospitality through meal service. Work with the kitchen team to prepare God's gift of food into nutritious and appetizing meals for campers and staff so that they may be nourished of the body, and ready to be nourished of the spirit as the program continues.

OVERALL RESPONSIBILITIES: Assist with dishwashing, basic food preparation, serving meals, kitchen clean-up, inventories and re-stocking.

RELATIONSHIPS AND KEY CONTACTS: Primarily interact with volunteer deans, counselors, campers, and camp staff.

RESPONSIBLE TO: Head Cook, Manager, and Director who will offer overall supervision, assistance, and guidance when needed.

SPECIFIC DUTIES:

- A. Participate in training week(s) prior to camp, continuing education during camp, and meetings 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
- B. Apply proper kitchen sanitation procedures in accord with camp policies and procedures along with appropriate state, county, ACA, and other regulatory standards.
- C. Practice safe and proper use of food service equipment and maintain safety of food preparation areas.
- D. Meal preparation and service, under direction of Head Cook, or other knowledgeable kitchen crew .
- E. Assist with KP crews, and wash dishes.
- F. Willingness to assist in other camp operations as needed.

DESIRED QUALIFICATIONS: Desire and ability to work in a Christian camp and retreat setting. Ability to relate well with others, including guests and staff. A current Oregon State Food Handler's Permit is required. Certification in CPR and First Aid is required. **Read and sign the Camp & Retreat Team Mission Statement and Staff Disclosure Form, agreeing to serve toward its fulfillment.**

ESSENTIAL FUNCTIONS

- A. Ability to communicate effectively with other staff and guests.
- B. Ability to be flexible, learn quickly, take initiative, and follow directions.
- C. Knowledge of kitchen sanitation procedures and skill to carry them out.
- D. Skills in food preparation, dishwashing, and cleaning.
- E. Ability to observe (auditory and visual) food preparation areas and processes with concern for hazards or potential hazards and the ability to actively intervene if needed.
- F. Strength and ability to lift a minimum fifty pound food container from the floor to a working surface level of at least thirty-six inches high (food and food service equipment storage).
- G. Ability to work with food service equipment and cooking vessels at a functional working height of sixty inches (e.g. – stock pots on top of range or baking goods on upper racks of double-stacked convection oven).
- H. Ability to operate food service equipment safely.
- I. Ability to determine cleanliness of food service equipment, serving dishes, food contact surfaces, kitchen area and condition of food.
- J. Help with camp clean-up/housekeeping after campers depart from camp.