

## EDWARDS YMCA CAMP

### Job Description

#### **JOB DESCRIPTION**

Job Title: **Kitchen Assistant**

FLSA Type: Part Time

Reports To: Lead Cooks/Food Service Manager

#### **GENERAL FUNCTION**

Candidate will work with kitchen staff preparing and serving meals, as well as cleaning up afterwards. To include, but not limited to: preparing menu items, pre-serve set up, operate dish washing machine and other food service equipment. He/she must be able to clean, sweep and mop as well as have the ability to lift or move items up to 50lbs.

#### **KNOWLEDGE**

Some knowledge of food preparation is preferred, but not required. Ability to read, understand and follow all sanitary and safety procedures. Ability to develop effective working relationships with staff and group leaders, as well as develop strong customer service relationships. Ability to take initiative and respond to a variety of situations and manage several tasks and projects at the same time. Ability to work both AM and PM shifts as needed. Above all, be teachable and have a positive attitude.

#### **PRINCIPAL ACTIVITIES**

1. Prepare menu items as directed by supervisor, to include, but not limited to, preparing sandwiches, making Jell-O, cleaning vegetables/fruits for salad bar, etc. while maintaining a clean/sanitary work space.
2. Do pre-serving set up and remain available for refills, etc.
3. Maintain a professional, polite and pleasing demeanor at all times.
4. After-meal clean up to include, but not limited to, cleaning kettles, carets, pots, trays, work counters, salad bar and all food service equipment in kitchen and dining hall at the end of each shift.
5. Follow proper food storage procedures, labeling, dating and storing food as appropriate.
6. End of shift clean up, to include, but not limited to, storing dishes and silverware, sweeping floors, mopping floors, disposing of garbage etc.
7. Clean and/or organize as needed or directed: refrigerators, walk-ins, freezers, kitchen pantry and storeroom.
8. Assist in special functions related to Food Service such as mandatory meetings, cookouts, etc.
9. Perform any other tasks as determined by supervisor.
10. Assist wherever and whenever needed
11. Be flexible and considerate in regard to special diets that may arise at the las minute, changes in serving times or table set ups.
12. Adhere to YMCA policies, procedures and guidelines.

#### **GOAL**

To assist the Food Service Department to ensure these functions are performed at the maximum efficiency and courtesy to fully support the customer service objectives of Edwards YMCA Camp.

#### **EMPLOYMENT AT A SEASONAL CAMP**

Though we are a year-round operational camp, we are highly subject to weather, seasonal, holidays and overall reservations. That being said, understand there may be days or weeks that you may not work due to the change in our demand.

**Please sign here to confirm you have read and understand the job description:**

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