

**YMCA of Greater High Point - Camp Cheerio
Job Description**

Job Title: Kitchen Assistant
Incumbent:
Reports to: Food Service Director, Camp Director

Branch: Cheerio
Position Code: Non Exempt
Date: January 2009

General Function

Under the supervision of the Food Service Director, a Kitchen Assistant is responsible for the cleanliness of the Dining Hall and Kitchen including dishwashing responsibilities, meal set-up, and serving food.

Know How

General knowledge of the operation of Camp Cheerio or other summer camp.
No previous experience in kitchen work required.

Essential Functions

- Ability to respond appropriately to critical incidents.
- Ability to perform routine first aid tasks.
- Ability to observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- Physical ability to operate emergency exits and perform emergency procedures.
- Ability to participate in activities that will help all participants experience success.

Principal Activities

- Maintain food service areas in a sanitary manner by following the weekly maintenance schedule.
- Assist in serving meals.
- Wash all dishes, making sure NO food particles are left after each meal.
- Empty and Clean the dishwasher after each meal.
- Report to dining hall 60 minutes prior to meal time for meal set-up, including drink preparation.
- Mop kitchen after supper each night and area around trash cans dishwasher after each meal.
- Mop dining hall three times weekly - more if necessary.
- Wash kitchen windows weekly.
- Empty trash after each meal.
- Cover trash cans tightly at the end of each meal.
- Put up stock as vendors deliver or as required for meals.
- Ensure spotless kitchen/dining hall at the end of each session.
- Grill for cookouts, and clean grill as required.
- Restock the store as needed.
- Assist with opening day activities.
- Other duties as required

Job Requirements

- Conscientious person who completes all jobs
- Junior counselor or senior counselor, or previous camp or child care experience
- Ability to fit into entire camp program
- Willingness to adjust to unforeseen conditions

We understand and mutually accept that the above job description and any supplement request is our agreement as to the job to be performed.

Supervisor

Supervisee