BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION

TITLE: Kitchen Assistant

RESPONSIBLE TO: Kitchen Manager, Director

PURPOSE: To assist the Kitchen Manager in providing food service during the summer camp program.

QUALIFICATIONS:
1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Willingness to learn new skills.
5. Able to adapt to varied situations that arise.
6. Able to follow and accurately adjust recipes according to group size.
7. Attendance at one or more pre-camp training events.
8. Acceptance of Kitchen Assistant's responsibilities.

RESPONSIBILITIES:
1. Assist the Kitchen Manager in planning, preparing, and serving attractive meals in a timely manner.
2. Safely and correctly operate all kitchen equipment necessary for food preparation, service, and cleaning.
3. Assist the Kitchen Manager in keeping the kitchen and dining room clean and sanitary.
4. Set-up dish collection area before each meal and wash, dry, and put away dishes after each meal.
5. Maintain daily log of dishwasher operating temperatures and chemical levels.
6. Maintain daily log of refrigeration unit temperatures.
7. Remove trash and refuse from the kitchen and dining hall as needed.
8. Report group numbers to the Kitchen Manager.
9. Implement American Camp Association accreditation standards related to Food Service.
10. Abide by all regulations of the Virginia State Department of Health and the Rockingham County Health Department.
11. Help to plan and implement all-camp activities.
12. Participate in a weekly evaluation with the Kitchen Manager, Assistant Program Director, and/or Assistant Director.
13. Know the contents of the Staff Manual and abide by all camp policies and procedures.
14. Enforce camp policies, procedures, and health and safety regulations.
15. Assist in other areas of camp operation as needed.