

## **CAMP SHALOM – Summer Kitchen Staff**

Revised May 2014

Responsible to Program Director

**POSITION OBJECTIVE:** To provide healthy, well-balanced meals and quality service to all guests and staff. Assume the responsibility of food preparation and cooking. To maintain safe working procedures and a sanitary kitchen.

### **SKILLS NECESSARY:**

- Experience in food preparation and cooking.
- Ability to coordinate and communicate well with kitchen staff.
- Ability to maintain safety and sanitation standards as set forth by the State of Iowa and the American Camping Association (ACA).
- Ability to be pleasant and hospitable to guests and abide by the policies of Camp Shalom.

### **PRIMARY DUTIES:**

1. Oversee aspects of food preparation, service and general clean up.
2. Maintain and communicate to staff: food preparation directions.
3. Maintain sanitary and safety procedures in the kitchen as set forth by the State of Iowa and the American Camping Association (ACA).
4. Help oversee the safe and appropriate use of leftovers.
5. Help oversee the appropriate discarding of food waste.
6. Assist in other duties as assigned by the Food Service Director, or Program Director.

**DESIRED CHARACTERISTICS:** The most important characteristic for this job is the ability to communicate and work well with other people – staff, volunteers and guests. While communication is a primary characteristic, the desire and ability to provide quality meals to all guest is also very important. Working in a camp requires an ability to be organized and flexible to the camp routine. Since the majority of camp activities are conducted outside, weather can often have a dramatic effect on the kitchen schedule.

### **GENERAL INFORMATION:**

Any change in job description will be made in cooperation and conversation with the employee, the Board of Directors and the Executive Director.