

POSITION DESCRIPTION

TITLE: Kitchen Assistant
REPORTS TO: Food Service Coordinator
CLASSIFICATION: Seasonal, Exempt

SUMMARY

Assist with food service operations, including food preparation, dining hall operations and dishwashing/cleaning.

ACCOUNTABILITIES

- Assist with preparation and packing of dining hall meals, cookouts and other food requisitions as approved by supervisor.
- Keep all kitchen laundry clean and sanitary. Observe all food handling regulations.
- Secure from supervisor the number of people to be served at each meal in the dining hall.
- Instruct campers as to placement and number of table settings.
- Assist with storage of food and supplies as delegated.
- Assist with inventories of food and supplies as delegated.
- Help keep kitchen storage shelves filled with necessary items.
- Wash dishes and all cooking utensils.
- Participate in all required training.
- Act as a positive role model and engage in activities with campers and staff.
- Demonstrate enthusiasm, creativity, flexibility, cleanliness, punctuality, sharing kapers, sportsmanship and table manners.
- Comply with all federal, state, GSCCC and GSUSA risk management policies and procedures to ensure the safety of girls and integrity of the Girl Scout Leadership Experience.
- Comply with food handling safety health codes.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity and safety.

EDUCATION, EXPERIENCE & CERTIFICATIONS

- Food Handlers certification required (training provided).
- Experience in food preparation, serving, and kitchen procedures preferred (camp setting preferred).

ADDITIONAL QUALIFICATIONS

- Minimum age: 18
- Ability to read and interpret menus, weights and measures.
- Demonstrate a commitment and ability to interact with diverse populations and positively resolve conflict.
- Ability to work in a fast paced environment.
- Ability to work with various age groups 6-17 years of age.
- Subscribe to the principles of the Girl Scout Movement and become a registered member.
- Successfully complete background check.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Visual, auditory, cognitive and physical abilities to identify and respond to hazards.
- Ability to lift 30 lbs.
- Must reside on camp property while camp is in session.
- Live and work in an outdoor environment with exposure to heat, sun, rain, uneven terrain, and other elements.

The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of Council operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scout Council of Colonial Coast are employees "at-will". I have read and understand the responsibilities and requirements of this position.

Employee Signature/Date

