



## **Kitchen Aide Position Description**

**Position Title:** Kitchen Aide  
**Reports To:** Food Services Manager  
**Status:** Seasonal, Exempt  
**Salary:** \$210-\$300 per week

### **Position Summary**

The Kitchen Aide is responsible for assisting the Food Services Manager in the preparation and delivery of enjoyable, nutritious meals for campers and staff and for maintaining a clean and safe kitchen and dining environment.

### **Major Responsibilities**

- Prepare food for meals and special events.
- Work with the Food Services Manager to estimate needs and to order, receive and store supplies.
- Prepare food by performing any combination of the following tasks:
  - wash, peel, etc. vegetables
  - prepare poultry and meats
  - prepare breads
  - weigh and measure foods
  - carry pots, pans and serving dishes
  - store food
  - clean utensils and work area
  - distributing food and supplies
- Assist in any area of the kitchen or dining room as requested by Food Services Manager.
- Ensure dishwasher area is kept clean, and straightens and cleans counter after each meal.
- Perform other duties as assigned.

### **Additional Accountabilities**

- Actively support all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and girls
- Understand and internalize the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner
- Seek to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges
- Ensure that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence
- Demonstrate sound time-management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner
- Maintain strict confidentiality when handling sensitive information

- Attend all administrative meetings as needed
- Continually seeks and accepts opportunities for personal and professional growth
- Ensure that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences; actively support and promote the camp's commitment to diversity and inclusion
- Respond to all emergency and crisis situations quickly and calmly.

### **Requirements**

- Minimum age of 16
- Experience in camp or institutional setting preferred
- Knowledge of standards of food preparation, serving and kitchen procedures
- Ability to accept supervision and follow directions
- Hold current certification in standard First Aid and CPR as per ACA guidelines
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position
- Strong commitment to diversity, equity and inclusion

### **Physical Requirements**

*Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the council.*

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching
- Moderate lifting (up to 50 pounds)
- Walking on uneven terrain, up and down hills for distances up to 1/2 mile multiple times each day
- Endurance to meet emergency needs
- Ability to live in a camp setting and work irregular hours
- Ability to tolerate daily exposure to the sun, heat and animals such as bugs, snakes, bats, etc.
- Physical dexterity to operate kitchen utensils and equipment.

### **Disclaimer Statement**

The above is intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

**I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.**

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_