

## Job Description

**Title** Kitchen Assistant  
**Responsible To** Kitchen Manager  
**Job Classification** Seasonal

**Purpose of Job** To assist in the preparation of meals, serving of the meals, direct the campers assigned to set tables before each meal, to help with cleanup of the kitchen and dining room and to ensure health standards are maintained at all times consistent with Girl Scouts of the USA (GSUSA), the American Camp Association (ACA), state and local camp standards.

### Minimum Qualifications

- Ability to read menus, weights, and measures.
- Willingness to follow established standards of food preparation and serving and kitchen procedures.
- Be committed to the implementation of managing diversity and have the ability to work with people or persons of diverse backgrounds and abilities.
- Ability to relate to one's peer group and work as a team.
- Ability to accept supervision and guidance.
- Ability to make decisions and act wisely in an emergency.
- Good character, integrity, ability to adapt to a camp setting, enthusiasm, a sense of humor, patience, and self-control.
- Ability to maintain the highest regards for safety at all times in accordance with GSUSA's Safety Activity Checkpoints and ACA Guidelines.
- Acceptance of and adherence to the purposes and principles of Girl Scouting as embodied in the Promise and Law.
- Belief in the Girl Scout camping objectives and desire to work toward achievement of them.
- Currently a registered member of Girl Scouts of the USA.

### Specific Responsibilities

- Comply with standards of Girl Scouts of the USA, American Camp Association and local and state health codes in all areas of food service.
- Assist with the delivery and storage of food and supplies.
- Assist with preparing foods by performing any combinations of the following tasks:
  - wash, peel, etc. vegetables;
  - stir and strain soups and vegetables;
  - weigh and measure foods;
  - store food;
  - clean utensils, pots, and area;
  - distribute food and supplies;
  - inspect dining room for cleanliness and readiness;
  - supervise hoppers
  - organize and monitor orderly use of salad bar
  - empty trash cans
- Set utensils and foods out for table setters (hoppers).
- Check dining hall bathrooms before and after each meal. Stock, as necessary, with paper towels, toilet paper and soap.
- Assist in washing dishes, glasses, silverware, pots and pans.
- Be alert to potential hazardous situations and follow established emergency procedures when required.
- Prepare for and actively participate in staff training, meetings, supervisory conferences and formal staff evaluation.

- Assist with opening and closing day procedures as directed by camp administrators.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with parents, campers and general public.
- Inform camp director of any camper or staff concerns.
- Act as a role model for campers and staff in behavior and attitude, following the Girl Scout Promise and Law, camp procedures and policies, especially those pertaining to dress, cleanliness, language, and use of technology.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Essential Functions**

- Ability to lift/unload/move food and supplies up to 50 lbs.
- Ability to use kitchen equipment safely, given proper instruction.
- Ability to determine cleanliness of dishes and utensils, food contact surfaces, and kitchen area in accordance with health and safety standards, given proper instruction.
- Ability to assess condition of food to ensure accordance with health and safety standards, given proper instruction.
- Ability to write and speak effectively, count, read, and comprehend written and verbal directions.

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*I acknowledge receipt of this job description and understand and agree to adhere to all the conditions set forth.*

*Signature*

*Printed Name*

*Date*

