



Girl Scouts of Manitou Council
5212 Windward Court Sheboygan, WI 53083
(920) 565-4575

**Summer Camp Staff Job Description:
Kitchen Aide**

Purpose: Assists the head cook in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of all food service areas.

Responsible To: Head cook

Principal Duties:

- Assist the head cook with preparation of food as the menu indicates and in accordance with State of Wisconsin health laws and Girl Scout Standards.
- Assist in routine sanitation and cleanliness of the kitchen, dining hall, and related equipment.
- Clean and maintain all food-preparation and storage areas.
- Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
- Help with promotion to reduce waste, reuse items, and recycle as much as possible.
- Assist with unpacking food/kitchen supplies and restocking refrigerator, freezer, and pantry in a timely manner.
- Assist with set up of all food, supplies, and utensils for dining hall distribution.
- Ensure food and leftovers are stored at proper temperatures and date-marked appropriately.
- Assist with the preparation and packaging of out-of-kitchen meal options such as bag lunches and cook-out requests.
- Ensure out-of-kitchen meal options include adequate and accurate amounts and variety. Advise staff on equipment or preparation materials needed for identified menu choices.
- Assist in ordering of food and kitchen supplies.
- Responsible for the use and care of kitchen equipment; inform property manager of any problems and repair needs.
- Work cooperatively with the head cook to ensure all medically necessary dietary needs of campers and staff are planned for and met.
- Log daily refrigerator, freezer, and dishwasher temperatures.
- Responsible for the supervision and operation of camp food service when head cook is away.
- Assist in the opening, closing, and end of session procedures of the camp.
- Must dress according to State of Wisconsin health laws and Girl Scout standards including but not limited to hair coverings and food preparation gloves.
- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Attend pre-camp staff training and regularly scheduled meetings/trainings in order to ensure open and positive communication with all staff; assist in the planning and implementation as needed.
- Assist in units as requested by the director of camp and program.

- Assist with check-in of campers on incoming day and check-out of campers on departure day.
- Be available to stay at camp on weekends on a rotating basis with other staff to provide adequate supervision, meals, and activities for campers.
- Participate in lifeguard training and complete all certification requirements, as able.
- Help with pool, lake, archery, and arts and crafts rentals as needed. If you are a certified lifeguard or archery instructor this will be your main duty. If not a certified lifeguard or archery instructor you will be asked to assist with watching, putting away of boats, and other duties as necessary.
- Complete other duties as assigned by the head cook or director of camp and program.

Qualifications:

- Minimum age: 18 years old.
- Desire to work in the food service area.
- Knowledge of food preparation and serving. Knowledge of storage of food and dishwashing procedures is preferred.
- Must be able to obtain or become certified in First Aid/CPR/AED.
- Become a registered member of Girl Scouts of the U.S.A. and pay membership dues.
- Accept the beliefs and principles of the Girl Scout Mission, Promise, and Law.
- Submit and pass criminal background check.
- Submit a health history and physical examination form signed by a licensed professional indicating good physical and mental health prior to the first day of camp.
- Have a genuine liking, interest, and experience with working with children.
- Ability to manage time effectively, work independently, and handle several projects at the same time.
- Ability to relate to youth and adults in a positive manner.
- Ability to supervise others and have strong leadership qualities.
- Ability to work with and understand the developmental needs of youth of all ages levels.
- Display enthusiasm, flexibility, objectivity and maturity of judgment.
- Ability to place needs of girls and camp above personal desires.
- Ability to manage time effectively, work independently, and handle several projects or situations at the same time.
- Camp experience preferred.
- Ability to work in a camp setting and appreciate the outdoors.
- Valid driver's license, insurance, and access to vehicle preferred.
- Archery instructor preferred.
- Certified lifeguard preferred.

Essential Functions of Job:

- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- Must be able to react and respond to pre-set procedures in emergency situations involving campers and staff, including but not limited to fire, evacuations, illnesses, or injury.
- Must possess strength and endurance required to assist in supervision of campers.
- Physical ability to operate kitchen equipment according to safe recommended methods.
- Must be able to endure prolonged standing, bending, walking long distances, hiking, daily exposure to sun, heat, and other weather conditions, animals, and bugs.
- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities.
- Determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to lift and carry 50 pounds, including unloading food, carrying trays of dishes, and lifting supplies and equipment as needed.