**JOB DESCRIPTION**

**TITLE: KITCHEN ASSISTANT**

**POSITION SUMMARY:**

The Kitchen Assistant assists in all aspects of kitchen operations (dish washing, food prep, etc.) to ensure the timely preparation at the highest quality of all meals required for the Camp community. The Kitchen Assistant works in a team to support the Head Chef/ Food Service Manager to ensure compliance with the Department of Health and USDA guidelines. The Kitchen Assistant performs job duties consistent with the mission and goals of Agassiz Village.

**QUALIFICATIONS:**

* Able to lift and carry heavy items and be in good physical condition.
* Be able to read and understand English.
* Commit to the entire summer season.
* Able to function effectively in the context of a team setting.
* Enjoy being around children.
* Demonstrate integrity, honesty and knowledge that promote the culture, values, and mission of Agassiz Village.

**DUTIES and RESPONSIBILITIES:**

The Kitchen Assistant shall:

1. Assist Chefs as directed with food preparation, serving and clean up.
2. Operate dishwasher, including the loading, unloading and storage of clean dishes.
3. Clean, organize and maintain the dishwasher and surrounding areas.
4. Be responsible for preparation and distribution of drinks for all meals.
5. Remove food leftovers and garbage from the food service and/or dining area.
6. Maintain cleanliness and order in the serving and food preparation area.
7. Assist in refilling water coolers on camp.
8. Assist in organizing all deliveries upon arrival.
9. Properly store supplies in storerooms, refrigerator, and freezer.
10. Maintain storeroom, walk-in refrigerator, and freezer in good, safe order.
11. Assist with the set-up of special events and other activities as needed.
12. Participate in the thorough cleaning of the kitchen each day according to the Department of Health guidelines.
13. Be required to perform heavy lifting to bring food and supplies to the kitchen.
14. Consistently maintain appropriate and professional conduct and interactions with Staff and campers.
15. Store and handle food properly in compliance with the Health Department and Food Service Director’s requirements
16. Act as a responsible member of the Camp community both in and outside of the Camp environment during term of employment.
17. Participate in staff and other meetings, such as in-service training and staff development and orientation activities.
18. Perform all other duties as may be assigned.

**REPORTS TO:** Head Chef/Food Service Manager and Camp Director, or designee.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s name Employee’s signature Today’s Date