

**Girl Scouts Western Pennsylvania
- Camp Staff Job Descriptions -
Kitchen Aide**

Reports To: Kitchen Manager

Employee Name (Print): _____

Employee Signature _____

Date _____

Position Summary:

Kitchen Aides are responsible for assisting the Kitchen Manager and Cook in the foodservice area at the camp within the framework of local and national policies. The Kitchen Aid will work closely with the Kitchen Manager and Camp Director to ensure that all food preparation follows GSUSA, ACA, and USDA nutritional standards.

Major Accountabilities:

- Participation in camp training (as applicable);
- Follow proper food handling procedures;
- Assist in preparing, cooking, and serving meals to campers and staff as part of the kitchen team;
- Pick up, clean, and sanitize food-prep and cook areas and appliances;
- Assist with camp dishwashing procedures;
- Direct "hoppers" in setting tables, serving food, and clearing tables;
- Supervise clean-up of tables, floors, garbage, and paper;
- Store dishes and keep needed supplies on hand;
- Assist in preparing for inspections (Health Department, Summer Food Program, etc.) as directed by the food manager/head cook;
- Assist cooks with any aspect of meal preparation necessary when not occupied with other duties;
- Work at the counter with food refills and returns at mealtime;
- Assist with inventory and closing of the kitchen at the end of the season;
- Take a proactive approach to dealing with homesickness, assist in identifying signs of homesickness in campers, and when available, help to relieve signs and symptoms of homesickness per council policies and procedures;
- Assist in the smooth functioning of the summer camp program by performing other duties as assigned by the Camp Director.

Qualifications:

- Must be at least 16 years of age;
- Accept the principles of the Girl Scout Movement, Promise, and Law;
- Ability to evaluate and make desirable changes;
- Ability to develop a positive relationship with staff, adults, girls, and the public;
- Ability to work with persons of diverse backgrounds and abilities;
- Ability to work a flexible schedule set by your supervisor, six days a week for the duration of the camp season;
- Ability to work as a team member;
- Ability to accept supervision and guidance;
- Must possess enthusiasm, sense of humor, patience, and self-control;
- Desire to work and live in a camp community;
- Must be able to get to/from camp;
- Successfully pass the required background checks;
- Able to perform the physical requirements of the job to include, but not limited to, lifting, bending, pushing, pulling, climbing, running, sports play, etc.

Physical Working Conditions:

- Participation in camp training (as applicable);
- While performing the duties of this job, the employee may be required to stand, walk on uneven surfaces, sit, handle or feel objects, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, crawl, and taste or smell;
- Must be able to lift up to 50 pounds;
- Work is performed in the outdoors with regular exposure to insects and wildlife and weather conditions prevalent at the time (i.e.: heat and humidity, rain and storms);
- Noise level is usually minimal to moderate.