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

Reports To: Kitchen Manager

Supervises: N/A

Employee Name (Print): _____

Employee Signature _____

Date _____

Purpose

Kitchen Aides are responsible for assisting the Kitchen Manager and Cook in the food service 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.

Essential Functions

- 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

Requirements and Qualifications

Requirements –

- Must be at least 18 years of age
- Accept the principles of the Girl Scout Movement, Promise, and Law
- Some knowledge of the Girl Scout Program
- 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
- Desire to work and live in a camp community
- Must possess a valid driver's license and show proof of such
- Successfully pass the required background checks
- Able to perform the physical requirements of the job to include, but not limited to, the ability to lift 50 pounds, unload, lift, carry, and maneuver food and supplies, and lift pots, dishes, and storage containers (lifting may be above shoulder level)
- Minimum of one year of training in camp or institutional food service or equivalent experience
- Knowledge of applicable food handling regulations, preparation, serving, and kitchen procedures
- Ability to work with staff, participants, and tradespeople in a camp setting
- Ability to adapt and prepare food menus for people with special dietary needs

Desired Qualifications –

- Knowledge of the Girl Scout Program and National Portfolio
- Prior experience working in an overnight camp and supervisory capacity
- Demonstrated maturity, sound judgment, integrity, and flexibility
- Enthusiasm, patience, and a sense of humor

Physical Working Conditions -

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must have the:

- Ability to endure prolonged standing, bending, reaching, walking, and hiking
- Willingness to work outdoors with exposure to all weather conditions including sun, heat, rain, humidity, etc.
- Understanding of and being comfortable navigating around wildlife animals, i.e., insects, reptiles, mammals, etc.
- Capability to lift or move objects up to 10 pounds on a regular basis and occasionally lift or move objects of up to 50 pounds
- Noise level is usually minimal to moderate