

Wisconsin Lions Camp
A Project of the Wisconsin Lions Foundation, Inc.

Job Title

Kitchen Assistant

Responsible to

Assistant Cook, Cook, Food Service Supervisor, Camp Director

Summary

The purpose of the Kitchen Assistant is to assist with meal preparation and serving of meals, and work as part of a team to maintain a clean, sanitary, and presentable dining hall.

Required Qualifications

1. 15 years or older.
2. Local resident or able to commute on a daily basis.
3. Desire to work in the Camp kitchen and learn the food service routine.
4. Ability to accept supervision and work well with others.

Preferred Qualifications

1. Previous food service experience.
2. Food handler certification.

Essential Functions

1. Sufficient visual, auditory, communication, and cognitive abilities to learn Kitchen Assistant duties and tasks.
2. Ability to stand for extended periods of time.
3. Ability to work with people of differing abilities to provide customer service to the campers, staff, and other guests who are at camp.
4. Ability to lift and move things up to thirty pounds in weight.
5. Ability to receive and follow general instructions and work well with various coworkers and supervisors.
6. Represent the Wisconsin Lions Camp professionally at all times.
7. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

Specific Responsibilities

1. Be on time for shifts and be ready to work in proper attire.
2. Follow all food safety procedures.
3. Work with other kitchen staff to maintain a clean and sanitary kitchen.
4. Work with other Kitchen Assistants to complete the daily and weekly cleaning checklists.
5. Assist in prep work for meals as directed.
6. Assist in serving of meals as directed.
7. Assist in setting up and cleaning the dining room.
8. Assist in dishwashing and restocking of dishes.
9. Notify Food Service Supervisor when supplies are running low.
10. Assist in processing of deliveries of food and kitchen supplies as directed.
11. Perform and complete cleaning assignments as directed.
12. Other duties as assigned.
13. Assist in creating the Camp atmosphere in the dining hall by decorating the dining room and participating in the weekly kitchen parade.
14. Maintain the confidentiality of campers and staff relating to issues such as food needs, health, behaviors, and other situations that may arise.
15. Assist in camp emergencies or other situations as directed by administrative staff.

Typical Summer Schedule (Subject to Change)

<i>Morning shift</i>	Monday – Friday	7:00 am – 3:00 pm
<i>Evening shift</i>	Sunday – Thursday	1:00 pm – 8:30 pm

Revised 12/18