

Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp

Position Description 01/14

Title: Camp Cook Assistant

Classification: Seasonal Exempt

Supervisor: Camp Services Director

General Function

The Camp Cook Assistant is responsible for all aspects of food service under the direction of the Head Camp Cook including groups using Camp including cooking, dishwashing, menu development, establishing and enforcing health standards and inventory control.

Position Requirements

The Camp Cook Assistant must possess skills and experience in food service management, staff supervision, and customer service. This position requires a person with the ability to manage multiple tasks in an organized manner and the ability to relate well with a variety of people. Good human relations skills are important to the successful performance of this position. The Camp Cook Assistant will work with a variety of staff, volunteers, rental groups, and campers. Long hours including evenings and weekends are required at various times throughout the season. The Camp Cook Assistant must have a high school diploma or equivalent and be at least 18 years of age. The position of Camp Cook Assistant requires constant standing and or walking as well as knife/cutting skills are essential.

The primary job functions are normally performed in the Camp's commercial kitchen, which is located in a rustic outdoor environment and in a variety of buildings and outdoor settings with varying weather conditions. The Camp Cook Assistant must have previous experience in commercial or institutional food service, preferably serving groups of up to 150 people. Camp activities require physical stamina, heavy lifting, and the ability to move through rough terrain. The position requires the ability to safely lift up to 50 lbs. on a regular basis. First Aid, AED, and CPR certifications must be current and maintained. A current food handler's permit is required. The Camp Cook Assistant must be committed to the Wenatchee Valley YMCA mission; the values of caring, honesty, respect, and responsibility; and the enhancement of developmental assets in children.

Essential Position Functions

1. Maintains clean, attractive, safe, and functional food service facilities that meet or exceed ACA standards, applicable health codes and risk management standards.
2. Under the direction of the Head Cook assist in managing food service for groups using Camp including cooking, dishwashing, menu development, establishing and enforcing health standards, and inventory control.
3. Supervises kitchen staff and volunteers.
4. Works with Camping Services Staff in providing quality service to camp user groups.
5. Review, practice, follow, and make recommendations to improve safety procedures and practices at the Lake Wenatchee YMCA Camp property.
6. Safely operate all kitchen equipment including but not limited to ovens, grills, meat slicer, mixer and dishwasher.

Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp
Title: Camp Cook Assistant - Page Two

Other Position Functions

1. Assists in controlling direct expenses (staff, kitchen supplies, food) within established budget.
2. Assist with Inventory and Receiving of supplies within established guidelines.
3. Insures security of Camp property, facilities, and participants.
4. Maintains effective communication with Camping Services Team.
7. Responds to emergency situations.
8. Participates in training, events, and meetings.
9. Performs other duties as may be assigned.

Key Result Areas

This position has a primary impact on the effectiveness with which the YMCA accomplishes its mission, goals and objectives. Successful Camp Cook Assistant performance is evidenced by:

1. Positive food service evaluations by YMCA program participants, rental groups, parents, and staff participating in camp activities.
2. Control of assigned expenses within approved budget.
3. Compliance with ACA standards, Health Department regulations, and with all Wenatchee Valley YMCA policies, procedures and safety standards.
4. High morale of staff and volunteers.
5. Clean, attractive, functional, and safe facilities.

Equal Opportunity Employer

The Wenatchee Valley YMCA is an equal opportunity employer. Qualified candidates are considered for employment without regard to race, creed, color, national origin, marital status, age, sex (including pregnancy), sexual orientation, religion, disability, veteran or military status, use of a trained dog guide or service animal by a disabled person or any other status protected by applicable local, state or federal law.

Wenatchee Valley YMCA Mission

The mission of the Wenatchee Valley YMCA is to strengthen youth, families, and communities by promoting Christian principles and putting them into practice through leadership and programs that build healthy spirit, mind and body for all.

Disclaimer

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or other position functions. The Wenatchee Valley YMCA reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is “At-Will” and may be terminated at any time by the employee or the employer with or without cause or notice.

Employee Signature

Date