

## **Wenatchee Valley YMCA - Lake Wenatchee YMCA Camp**

### **Job Description 01/14**

**Title: Kitchen Support Staff**

**Classification: Temporary, Non-Exempt (Seasonal Position)**

**Supervisor: Camp Cook**

### **General Function**

The Kitchen Support Staff person assists in providing food service to groups using camp. This includes food preparation, baking, dishwashing, and kitchen cleanup.

### **Position Requirements**

The Kitchen Support person must be at least 18 years of age, possess a current Washington State Food Handlers Permit and 1st Aid, CPR and AED Certifications. The Kitchen Support Staff is responsible for assisting the Camp Cook in the preparation of all meals to be served while complying with all applicable sanitation, health, and personal hygiene standards and following established food production programs and procedures. This position will also be responsible for the clean up of the dining and kitchen areas. The Kitchen Support Staff will be able to relate well with a variety of staff, volunteers, rental groups, and campers. The position of Kitchen Staff Support requires constant standing and or walking as well as frequent chopping and prep of food.

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 ability to lift 40 lbs is required. Long hours including evenings and weekends are required. Residence at the Lake Wenatchee YMCA Camp is required during the summer season as described in the letter of agreement (typically Memorial Day- Labor Day). Room and board is provided during seasonal employment.

All staff are expected to act as positive role models to staff and participants by demonstrating the YMCA's core values of Caring, Honesty, Respect and Responsibility in all their interactions. The Kitchen Support Staff must be committed to the Wenatchee Valley YMCA mission, be an advocate for the four character values listed above and the enhancement of developmental assets in children.

### **Essential Position Functions**

1. Prepare food served using established production procedures and systems.
2. Assist with presentation of food and service as directed.
3. Comply with established sanitation standards, personal hygiene, and health standards.
4. Demonstrate proper food preparation and handling techniques.
5. Assist in proper storage of food within standards.
6. Report necessary equipment repair and maintenance to supervisor.
7. Dining area and kitchen clean up including proper washing and sterilization of all dishes and food preparation surfaces.
8. Maintain clean, attractive, safe, functional food service equipment and facilities that meet or exceed American Camping Association (ACA) standards, State Health Codes and YMCA policies and standards.

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#### **Other Position Functions**

1. Participate in appropriate YMCA training, meetings and events.
2. Maintain effective communication with Camping Services Team and camp staff.
3. Act as a positive role model for campers and other staff, demonstrating the values of caring, honesty, respect, and responsibility in the performance of job duties.
4. Frequently standing, walking, hiking through rustic outdoor environments.
5. Regular set ups, carrying and moving objects up to 25 pounds when preparing games and activities.
6. Maintain and deliver accurate paperwork, including all accidents and incidents.
7. May provide night time support/supervision in a cabin during YMCA led Summer Camps.
8. Respond to emergency situations.
9. Assists in security of camp participants, property and facilities.
10. Perform 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 Kitchen Support Staff performance is evidenced by:

1. Positive food service evaluations by campers, rental groups, parents and staff participating in Camp activities.
2. Increased rental group and youth usage.
3. Clean, attractive, functional and safe facilities.
4. Compliance with YMCA policies, procedures, and risk management guidelines.
5. Compliance with Washington State Food Handler regulations and ACA standards.
6. High morale of staff and volunteers.
7. Accurate recording and delivery of information.

#### **Equal Opportunity Employer**

The Wenatchee Valley YMCA is an Equal Opportunity Employer. The Wenatchee Valley YMCA does not discriminate on the basis of race, creed, color, national origin, marital status, age, sex (including pregnancy), sexual orientation, sensory, mental, or physical disability, veteran or military status, religion, the use of a trained dog guide or service animal by a disabled person or 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 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 notice.

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Employee Signature

Date