

JOB DESCRIPTION PENNSYLVANIA LIONS BEACON LODGE CAMP

KITCHEN HELPER

Paid Hourly, as scheduled by the Food Service Supervisor.

Benefits:

Social Security, Workmen's Compensation, Unemployment Compensation.
Meals during scheduled work hours when camp is in session.

Immediate Supervisor: Crew Leader / Food Service Supervisor

All staff members will perform the tasks assigned to the very best of their ability.

General Description of duties:

1. Preparing foods for main courses, salads, desserts; baking, cooking, grilling, roasting, mixing, and slicing of foods.
2. Storing leftover foods (**in covered containers**) as set forth by the Department of Health guidelines. **All containers will be labeled with item name and date stored.**
3. Utilizing leftover foods as set forth by the menu's & Food Service Supervisors directions.
4. Preparing the food and serving the food.
5. Maintaining the equipment, utensils, preparation and serving areas in a clean and sanitary condition, as mandated by Department of Health guidelines, including cleaning of ovens, stoves, grills, griddles, deep fryer, steam kettle, refrigerators, freezers, and walk in cooler.
6. Removing refuse from Kitchen/Dining Areas to outside storage area, as needed. Between sessions containers will be cleaned and sanitized. Following the closing of camp all refuse containers will be cleaned and sanitized and placed in the food storage area for winter storage.
7. Wearing proper clothing, i.e. white tops & dark slacks or knee length shorts are acceptable. **No tank tops, no sandals.** Maintaining acceptable grooming for working in a food service area, including a hair covering (hat, hair net, or scarf), and gloves as mandated by the Department of Health.
8. Making sure snacks; program supplies, etc. are set out per activity schedule. Containers of ice water and/or punch to be placed in the dining room along with cups/glasses each evening prior to locking the kitchen.
9. And, any other tasks that may need to be done to keep the food service operation running smoothly.
10. Be sure Dining Hall cabinets are stocked w/ coffee, tea, hot chocolate, sugar, sweet-n-low, napkins, and creamers.
11. Dry storage cabinet (pie saver) should be stocked w/ paper cups, napkins, cereal, and left over snacks if available.
12. KH should assist DW in keeping salt-n-pepper shakers clean & filled, creamers stocked, and sugar packets full.
13. Help prepare boxed lunches for off-camp trips and campers departing via bus/train.
14. Be sure a water jug or drink jug is made available at all times in the Dining Hall for campers and staff.
15. Keep kitchen counters clean and sanitized.
16. Sweep floors as needed.
17. Be sure food is being properly thawed, stored & prepared.

18. When washing dishes use the triple sink:
Step 1: rinse, scrap, or soak
Step 2: Wash Step 3: Rinse Step 4: Sanitize Step 5: Air Dry
19. When washing vegetables, rinsing meats, peeling potatoes, etc., use the sink located on the counter under the air conditioner, it HAS a garbage disposal.
20. When washing hands, USE hand washing sink.
21. DO NOT use clean white dish towels to clean the grill or to clean up spills on the floor. Please use worn dish towels.
22. When removing items from the stock room, please pull cans, etc. forward. When stocking pantry, please load new items to the back, older items forward. Use what we have before we open new products. © Check Dates.
23. All other duties as assigned.

All kitchen staff will be expected to work together as a team to see that all food is stored properly, prepared tastefully, served in the most healthful fashion, and that the kitchen is maintained in a clean and sanitary condition following Beacon lodge Camp & Department of Health Guidelines, and tasks performed in an efficient manner.