

Wanakee United Methodist Center

Job Description

Job Title: **Kitchen Assistant**
Reports to: **Head Cook**

Position Purpose:

To assist the Head Cook in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area.

Essential Job Functions:

1. Assist in the daily operations of the camp food service.
 - ♦ Assist in the preparation of food as the menu indicates including washing and peeling.
 - ♦ Set up food, supplies, and utensils for dining hall distribution.
 - ♦ Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
 - ♦ Clean and maintain all food-preparation and storage areas.
 - ♦ Wash dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
 - ♦ Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
3. Assist in the preparation and packaging of food for use outside the camp dining hall.
 - ♦ Work with cooks and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
 - ♦ Advise staff on equipment or preparation materials needed for identified menu choices.

Other Job Duties:

- ♦ Other duties as assigned by the Executive Director

Qualifications:

- ♦ Knowledge of food preparation and serving, storage of food and dishwashing procedures is preferred.
- ♦ Be at least 17 years of age (18 strongly preferred)
- ♦ Be willing to promote the Christian faith and foster Christian community

Physical Aspects of the Job:

- ♦ Ability to lift and carry 30 pounds including unloading food, carry trays of dishes, lifting supplies and equipment as needed.
- ♦ Visual ability to identify and respond to environmental hazards.
- ♦ Physical ability to operate kitchen equipment according to safe recommended methods.
- ♦ Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more).
- ♦ Determine cleanliness of dishes, food surfaces, and kitchen area.