



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Job Title: Kitchen Support Staff**

Camp Sloane YMCA is a 90+ year-old independent, non-profit charitable overnight and day camp. Camp Sloane YMCA is a member organization of the YMCA of the USA, licensed as a Youth Camp by the State of Connecticut and accredited by the American Camp Association. Our mission is to put Judeo-Christian principles into practices through programs that build healthy spirit, mind and body for all. Our campers come from the New York City metropolitan area and beyond, and represent a large diversity in socio-economic, religious, racial and ethnic background. Our staff members pride themselves on being positive role models whom our campers will remember for the rest of their lives.

**Department: Overnight and Day Camp**

**Supervisor: Camp Director**

**The Kitchen Support Staff member is employed by the Camp Director and performance is monitored directly by the Food Service Director.**

### **Job Description:**

#### **General Responsibilities:**

- **Assist in the preparation of meals.**
- **Cleaning of dishes and utensils used to prepare, and during, the meal.**
- **Maintaining cleanliness of kitchen and dining hall.**

#### **Specific Duties**

- **Under the supervision of the Food Service Director:**
  - **Clean and maintain kitchen equipment and utensils.**
  - **Clean and Maintain the Dining Halls, dish room, kitchen and related areas**
  - **Assist with cleaning and preparation of food service areas for use before the kitchen opens and closes.**
  - **Assist with meal preparations as necessary**
  - **Other duties assigned by Food Service Director/Camp Director**

#### **Requirements:**

- **Minimum age: 18**

- Some history of successful employment
- Experience Cleaning, including, but not limited to, sweeping, mopping, disinfecting, windows and appliances
- Knowledge of standards of food preparation, serving and kitchen procedures.
- Ability to work well with others at camp.
- Desire and ability to work in a camp setting.
- Ability to bend, lift and carry up to 50lbs
- Ability to work in a fast-paced environment in temperatures consistently in excess of 80 degrees Fahrenheit
- Willingness to live in a rustic camp setting, including shared dorm-style accommodations

**Preferred:**

- Experience in a kitchen, preferably at a camp or institutional food service setting.

**Leadership Competencies:**

**Mission Advancement:** Accepts and demonstrates YMCA core values. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

**Collaboration:** Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Takes initiative to assist in developing others.

**Operational Effectiveness:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.

**Personal Growth:** Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Demonstrates an openness to change, and seeks opportunities in the change process.

**Essential Job Functions**

- Must be able to lift, unload and move food, supplies and equipment to their locations.
- Ability to operate electrical and mechanical equipment safely.
- Ability to maintain the appropriate inventory of food and supplies.
- Ability to determine cleanliness of dishes, food contact surfaces and kitchen; assess condition of food.
- Function at all times as a Role Model for campers and other staff members
- Attend and participate in the staff training as assigned by the camp director.

- **The kitchen support staff member is personally responsible for being on time for all scheduled shifts and activities as assigned by the kitchen supervisor and/or camp director.**
  - **Relate to all other staff members and campers in a friendly and courteous manner.**
  - **Adhere to all standards of conduct, behavior and dress code as outlined within the Seasonal Staff Policy**
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**Be prepared to accept additional responsibilities as deemed necessary by the Camp Directors and/or the Executive Director.**

**Camp Sloane YMCA reserves the right to change this job description as conditions change.**

**By signing your staff agreement, you acknowledge that you have read this job description thoroughly, and that you are both able and willing to fulfill the requirements of the position enumerated above.**