



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Kitchen Aide Job Description

(Children's Summer Therapy Camp Session)

The Big House is not only a busy hub of camp, it is also our camp "home". It is the place where meals are prepared and enjoyed. It is where we meet as a family to sit around the table to enjoy delicious meals *and* each other's company. The meals are an opportunity for great conversations as well as enriching nutrition. Campers and staff practice good manners and learn the art of social graces – all in the natural context of a shared family meal.

Dining at Bay Cliff differs from most summer camps. Fresh-baked bread and wholesome home-cooked meals are prepared with nutrition and dining pleasure in mind. Meals are served family-style for as many as 300 people rather than the usual cafeteria-style of camps and schools. Staff sit at tables with the campers. The Kitchen & Bakery prepare the meals, which are then delivered to the tables by the Dining Room staff. Dish Room staff complete the mealtime with dishwashing, and everyone helps in the general clean-up. As our family dining room, the Big House is also the place where visitors and guests join us for a meal. It is vital that the Big House be maintained in a clean and neat condition at all times.

RESPONSIBLE TO: Head Cook and Assistant Cook, Camp Director

GENERAL RESPONSIBILITY:

1. Follow direction of Head Cook & Assistant Cook to assist with meal preparation, clean up, and ensuring a positive and safe work environment. Sanitation, cleanliness, and safety are of the utmost importance.
2. Work safely, enjoy being with children, & enter enthusiastically into camp-life, activities, routines.
3. Take pride in your work that reflects on the cleanliness & orderliness of camp at all times.
4. Greet all (including visitors & guests) with a spirit of hospitality.
5. Participate in the general camp program. This includes helping Program staff with evening programs needs, and participating in all-camp activities such as the 4th of July celebration.
6. Clean & maintain personal living quarters at the beginning, during, and at the end of camp.
7. Carry out any other duties as may be assigned by the Camp Directors.

SPECIFIC RESPONSIBILITIES:

1. Check the menu with Assistant/Head Cook and clean all vegetables and fruit needed for the day's meals.
2. Do any food preparation needed for the following day.
3. Prepare milk lunches (afternoon snacks) for the campers.
4. Assist in the preparation of the Salad Bar for meals.
5. Assist with peeling potatoes as needed or assigned.
6. Rotate coming in early to help prepare breakfast, make toast, assist baker, and prepare milk lunches.
7. Remain at the serving window during meal times to serve seconds on a rotating basis.
8. Be responsible for washing the attachments and parts for the mixer and slicer after each use. These are to be washed by hand as they cannot go through the dishwasher.
9. Clean machinery after each use with hot soapy water.
10. Clean the kitchen sinks and the areas around them (walls, cabinets, pipes, shelves and garbage cans) as needed.
11. Sweep floors and shake rugs after noon and supper meals.
12. Clean work table tops and edges with hot soapy water.
13. Help unload delivery trucks and put products in proper storage areas. (Always rotate stock).
14. Become knowledgeable about and carry out proper and safe food handling procedures.
15. Accept an assignment of Rest Counsel with the campers if needed.
16. Accept other duties as assigned by the Assistant/Head Cook, Program Coordinator, or Camp Directors.

MINIMUM QUALIFICATIONS:

1. Must be 18 years of age. A year of college preferred.
2. Kitchen experience is helpful and/or a willingness to learn.
3. Must be friendly and mature.

4. Need to be energetic & willing to be helpful and have enthusiasm for kitchen work.
5. Need to have the ability to work with others in a spirit of cooperation, patience, and respect.
6. Must be positive, flexible, and able to take direction.
7. Desire to live and work in a camp setting.
8. A love of children is a must!

FOOD SERVICES DAILY SCHEDULE

Before breakfast, Department Supervisors start early to plan the day. **Kitchen & Bakery** start food preparations well in advance of the meal. **Food Services Aides** help with preparations & setting up Dish Room. **Dining Room Supervisor** plans out the meal based on the menu and organizes the cleaning & serving duties for the day.

6:00 A.M.	-	Report for work (Head Cook may alternate will Assign the time to report)
6:00 – 8:00	-	Meal Preparation
8:00 – 8:45	-	Breakfast
8:45 – 9:00	-	Departmental Meeting (morning announcements, assignments, etc.)
9:00 – 12 noon	-	Clean-up and meal prep
12:00 – 1:00 P.M.	-	Dinner Hour
1:00 – 2:00	-	Clean-up and meal prep
2:00 – 4:00	-	Free Time (Involvement in camp activities)
4:00 – 5:45	-	Meal Prep
5:45 – 6:30	-	Supper
6:30 – 7:30	-	Clean-up and meal prep
7:30 – 8:30	-	Involvement with units in planned evening all camp activities
8:30 – 11:00 P.M.	-	Free Time
11:00	-	Curfew
11:30	-	Lights Out

Days-off must be coordinated through department supervisors.

Department Supervisors must mark off the days-off for departmental staff on the Days-Off Calendar in the Office.