

JOB DESCRIPTION FOR KITCHEN ASSISTANT

Duties and Responsibilities

JOB TITLE: Kitchen Assistant

EMPLOYER: Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri.

JOB PURPOSE: General assistance primarily in the kitchen and canteen.

ACCOUNTABILITY: To the Camp Manager, Extension Youth Staff, Camp Food Service Manager, Camp Clover Point Camp Committee, and Dent County Extension Council.

QUALIFICATIONS:

- Strong interest in youth and camping programs
- Willingness to work as part of a strong team
- Strong positive attitude and role flexibility
- Experience in cooking for large groups, helpful
- Experience with comparative shopping, helpful
- Experience with general kitchen sanitation, helpful
- Valid driver's license

DUTIES:

1. CAMP ACTIVITIES

- Assist with Counselor Training Camp as assigned
- Implement and execute the scheduled camping program
- Model standards for conduct as they pertain to camp staff, camp counselors and campers
- Support and guide the development of camp counselors in each camp group
- Cooperate and help in other camp activities as requested by the camp manager, such as, but not limited to: registration, office duties, evening recreation, waterfront programs, canteen operation, campfire, and meals

2. CAMP FOOD SERVICE

- Work with the food service manager in planning, preparing and serving meals and canteen snacks
- Help maintain the kitchen in a clean and sanitary condition
- Supervise camp counselors in setting up and serving canteen snacks
- Assist in supervising campers and camp counselor's clean up after meals
- Travel to town for purchasing camp supplies and general errands as directed
- Launder nurse's cabin linens and kitchen linens weekly or as needed at the nearest laundry facility in town

- Assist food service manager with two end of camp inventories of kitchen supplies and equipment
- On closing day of camp, assist food service manager in packing up unused 4-H kitchen supplies and equipment into proper containers for storage
- Submit kitchen assistant notebook that includes a camp evaluation to the camp manager on the closing day of camp

