

# THE SOUTH MOUNTAIN YMCA CAMPS



Title: **KITCHEN ASSISTANT**  
Incumbent: \_\_\_\_\_

Reports to: **Food Service Director**

FLSA: Part-Time, Non-Exempt

## GENERAL FUNCTION:

Assist the Dining Services Director and Shift Managers in preparing and servicing nutritious meals, and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area.

## KNOW-HOW:

This person should have a desire to work in the food service industry. Knowledge of food preparation and serving, storage of food and dishwashing procedures is preferred. Applicants must be able to lift and caring 30 pounds, load and unload food, carry trays of dishes, and lift supplies or equipment as needed. They must have the visual and mental ability to identify and respond to environmental hazards, as well as determine the cleanliness of dishes, equipment, and kitchen surfaces. Finally, they must have the physical ability to operate kitchen equipment according to safe recommended methods, as well as the endurance to perform tasks while standing for long periods of time (60 minutes or more).

## JOB FUNCTIONS:

1. **Culture:** Fosters a positive culture that encourages the development of the individual. Seeks positive, open, and direct relations with volunteers, supervisors, peers, and direct reports that engenders trust and leads to accountability. Models and practices the YMCA values of Caring, Honesty, Respect, and Responsibility. Models and practices our "voice" as **Nurturing, Genuine, Hopeful, Determined, and Welcoming**.
2. Assist in the daily operations of the Camp's Dining Services program.
  - a. Assist in the preparation of food as the menu indicates including washing and peeling.
  - b. Set up food, supplies, and utensils for dining hall distribution.
  - c. Store food and leftovers at proper temperatures
3. Assist in routine sanitation of the kitchen and related equipment.
  - a. Clean and maintain all food-preparation and storage areas
  - b. Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
  - c. Reduce waste, reuse items, and recycle when possible
4. Assist in the preparation and packaging of food for use outside the Camp's Dining Halls.
  - a. Work with cooks and other staff in reviewing pack-out requests to ensure adequate and accurate amounts and variety.
  - b. Prepare and store pack-out food according to camp and health code procedures.
  - c. Advise staff on equipment, preparation, and service materials needed to identified menu items.
5. The staff member actively prevents child abuse by following policies, procedures and contributes to program quality and safety by monitoring programs while moving around the facility.

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Staff Signature

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Date