



Position Description

Job Title: Kitchen Staff

Reports to: Guest Services Manager

Department: Guest Services

Overall Function: Provide food preparation and dining services to enhance client's experience.

Summary of Responsibilities

1. Coordinate and prepare meals including food prep, cooking and beverage service, according to organizational standards and Health Dept. regulations.
2. Perform food service delivery and cleanup services, such as plating food, set up dining areas, replenish food, beverage and silverware, bus tables/buffet and wash dishes as necessary.
3. Clean and maintain kitchen and dining areas according to Health Dept. codes.
4. Receive and verify food service deliveries, monitor and rotate stock, communicate low inventories and irregularities to Guest Services Manager.
5. Observe, calculate and record all required information for Health Dept. and organizational logs. Report irregularities to Guest Services Manager.
6. Assist Guest Services Manager with menu development, advising of available stock and offering new menu item suggestions.
7. Empty trash and recycling from kitchen and dining hall at end of shift.
8. Maintain cleaning and kitchen equipment in good order. Report issues to Guest Services manager.
9. Provide on-call emergency service when necessary.

Requirements:

- Employee must work a flexible schedule.
- Employee must be 21 years of age, possess a valid driver's license and meet Camp Joy's insurability requirements.
- Employee must climb ladders and work up to 10ft. above floor.
- Employee must lift 50 pounds.
- Employee must operate hand and power tools, cleaning and food service equipment, and utility vehicles.
- Employee must walk for over 6 hours a day in an outdoor environment in all types of weather and walk on uneven ground.

Qualifications:

- High School diploma or experience/training in housekeeping, hospitality or related field.
- Ability to read, understand and work from written instructions.
- Detail, multi-task and service oriented performer with excellent communication skills.
- Visual, physical, and auditory ability to identify and respond to environmental, food service and other hazards related to hospitality services.
- Basic computer competency working in a Microsoft Office environment.