

FAMILY YMCA OF MARION AND POLK COUNTIES
JOB DESCRIPTION
YMCA CAMP SILVER CREEK



JOB TITLE: Unit & Kitchen Aide
REPORTS TO: Kitchen Director/Head Cook
FLSA TYPE: Full Time; Seasonal; Exempt
DEPARTMENT: Camping

GENERAL FUNCTION

The Unit & Kitchen Aide provides support to counselors and campers in program areas of camp and as a relief counselor in an overnight camp setting. They are responsible for assisting preparation of meal service in an overnight camp setting. The Unit & Kitchen Aide prepares to deliver meals for up to 200 people three times daily and maintains cleanliness of the kitchen.

ENTRY REQUIRMENTS AND TRAINING

- Age 16 or over by June 1.
- Prior leadership with groups of children at camps, youth groups, community groups.
- Posses desire and ability for working with children.
- Ability to understand the needs of campers and place campers' needs and camp's needs ahead of personal needs.
- Ability to relate effectively to one's peers, supervisors, and children effectively.
- Find enjoyment in outdoor living and have an appreciation and understanding of the natural environment.
- Possess flexibility, maturity, and the ability to accept supervision.
- Good character and ability to act as a role model for youth.
- Current Oregon Food Handler's Certification.
- Previous experience in the food service industry preferred.
- Possession leadership experience with youth.
- Current First Aid & CPR Certification.

PRINCIPAL ACTIVITIES

- Maintain kitchen to standards of health codes and cleanliness, wash dishes, clean equipment, floors, and kitchen.
- Prepare meals as instructed by Kitchen Director and Assistant Kitchen Director
- Communicate with Kitchen Director on a daily basis about needs of the kitchen.
- Works with the Unit Director or Program Director to meet the needs of the camp unit including: assisting with check in/check out, maintaining unit cleaning duties, and relieving counselors.
- Assure campers are supervised at all times.
- Assume responsibility for leadership and guidance to campers in daily living with special attention to: safety, personal hygiene, and camper participation in camp activities.
- Assume responsibility for interpreting the camp rules to the campers and guiding camper behavior.
- Serve as a good role model for camp behavior, especially in areas of: safety, communication, language use.
- Provide vigilant supervision of campers with the health, welfare, and safety of campers as a first consideration.
- Leadership in one or more camp program activities.
- Participate enthusiastically in the planning and implementing of camp programming.
- May be assigned to other areas of camp including kitchen.

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WORKING CONDITIONS

- Physically able to complete all principle activities.
- Able to communicate verbally with staff and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to work long hours including nights and weekends.
- Able to work indoors in varying weather conditions (heat, etc) and live in a rustic outdoor setting.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.
- May work at another camp location as needed.
- Physically able to accompany campers to and participate in all camp activities.
- Able to communicate verbally with campers and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to observe camper behavior, respond to health and safety concerns and deal appropriately with camper behavior.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____