**Title: Kitchen Aide   
Reports to: Food Supervisor**

**Position Purpose (primary responsibilities):**   
Kitchen aides assist in all aspects of food service operations as directed by the food supervisor, cook and/or camp director.

**Responsibilities:**

1. **Food Preparation**

* Assist the cook in any and all preparations for meal service and sanitation of the kitchen and/or dining hall.
* Make drinks for meals.
* Assist the cook with salad and dessert preparation.
* Assist with the serving of food.
* Fill condiment containers as necessary.
* Assemble and pack foods requisitioned for pack-out meals, possibly with the assistance of campers.

1. **Sanitation**

* Operate post-meal dishwashing, sanitizing and storage of dishes.
* Wash all pots, pans, and cooking dishes and put them away.
* Sweep the kitchen floor after every meal.
* Wash the kitchen floor after dinner.
* Clean coffee machine and coffee table daily.
* Do the kitchen laundry.
* Scrub and sanitize the large sinks after every meal.
* Empty kitchen garbage, compost, and recycling after every meal.

1. **Kitchen Operations**

* Unload deliveries.
* Assist with general kitchen clean up at the end of each session.
* Assist with the cleaning, storing, and inventory at post camp.
* Communicate with the food supervisor about food inventory and purchasing.
* Participate in kitchen meetings, staff meetings, and other meetings as directed.
* Take responsibility for the use and care of camp and kitchen equipment and facilities.
* Adhere to American Camp Association and NYS Department of Health standards and guidelines.

1. **Serve as a positive role model for campers and staff**

* Model valuing and appreciating differences in individuals.
* Treat all campers with respect and dignity.
* Maintain positive attitude and relationships with staff and campers.
* Practice good health habits.

1. **Participate in the Camp Community**

* Participate effectively in the camp staff team.
  + Maintain effective communication with campers, and staff.
  + Participate in kitchen meetings, staff meetings, and other meetings as directed.
  + Actively participate in the planning and execution of all-camp activities and other events as requested.
* Follow emergency procedures.
* Identify and respond to environmental and other hazards related to activities in the kitchen or dining hall.
* Keep records and make reports as required.
* Participate in required pre-season training.
* Perform other duties as requested by the food supervisor or camp director.

**Qualifications:**

* Minimum age 15 years.
* Current certification in Wilderness First Aid and CPR/AED, or equivalent (will be provided if necessary).
* Excellent open communication skills.
* Willingness to work as part of an effective camp staff team.
* Acceptance and appreciation of all people and the ability to live and work with children and adults of backgrounds, life experiences, and identities.
* Ability and desire to live and work in a tight-knit, diverse, community
* Belief in, willingness, and active desire to uphold the mission of Friends of Camp Little Notch; to provide opportunities for all people to practice living in harmony with nature, each other, and themselves.
* Maturity, good judgment, active listening skills, and respectfulness.

**Essential Functions:**

* Ability to lift and carry a 50-lb load for a distance of 15-20 yards;
* Ability to withstand extended periods of standing and bending over to wash pots and sanitize dishes.
* Ability to assist campers in an emergency (fire, evacuation, illness, injury, etc.).
* Ability to engage in physical activities such as running, bending, stooping, and stretching with daily exposure to varying environmental conditions.
* Ability to live and work in a camp setting with children and adults 24 hours a day with a minimum of privacy while maintaining a high level of energy, enthusiasm, and a good sense of humor.