



Kitchen Assistant Job Description

Title: Kitchen Assistant
Reports to: Assistant Camp Director, Residential Life
Status: Summer 2017, Seasonal

The Kitchen Assistant will further the mission of Roundup River Ranch by supporting all activities in the Kitchen to ensure campers, volunteers, and staff have a high quality food service experience; to ensure the highest standards of sanitation are met to support the medical safety of all campers, staff and volunteers.

Job Responsibilities

- Wash dishes, glasses, silverware, pots and pans by hand or machine
- Sweep and mop kitchen and dining room
- Take out trash from kitchen and dining room to dumpster
- Clean and wash trash cans as needed
- Assist with food preparation as needed
- Clean spillage in kitchen or dining room
- Help unload supply truck and put supplies away
- Keep dishwasher area clean; Straighten counter/clean after each meal
- Check and record the temperature of refrigerators and freezer
- Assist volunteers in understanding and completing various responsibilities
- Supervise and assist dining room set up for each meal
- Assist campers, staff, and volunteers during meals, and with clean up after meals
- Assist with duties outside of the kitchen, including helping with programs as assigned daily
- Other duties as assigned

Qualifications

- Passion for the Roundup River Ranch mission
- Age 19 years old, or older
- Must be available May 17th - August 7th, 2017
- Desire and ability to work as part of a team with volunteers, staff and in a camp kitchen.
- Desire and ability to support programs outside of the kitchen and interact directly with children
- Desire to support children with serious illnesses by ensuring the highest standards of food safety and sanitation.
- Ability to work well with others
- Good time management skills
- Enthusiasm
- Flexibility
- Willingness and ability to assist Food Service Manager in the direction of volunteers during their time in the kitchen.

Special Conditions

- This is a residential position and requires long work days. Employees are assigned a daily one hour break. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session.
- This position requires additional duties of program and camper support, including helping set up and take down evening camper activities, eating meals with campers and participating in assigned cabin activities, and helping program staff with leading camper activities. Kitchen Assistants will not, however, be required to assume primary responsibility for campers and their needs.

Essential Functions

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Must have the ability to walk, stand, sit, climb, kneel, crouch, stoop and stand
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.

Applications

Applicants are asked to complete an online application. The application may be accessed through our website at www.RoundupRiverRanch.org.