



KITCHEN SUPPORT JOB DESCRIPTION

Responsible To: Head Chef

Key Responsibility: To assist in all operations of the kitchen and food service which may include food preparation and serving; cleaning the kitchen, dishes, pots and pans, and the dining room; and unpacking and properly storing food.

Qualifications:

- First Aid and CPR
- Ability and willingness to work at YMCA Camp of Maine which includes leading by example, living with the 4-Core Values, being a Role Models, giving and receiving feedback, and abiding by all policies, procedures, and expectations.
- Experience working in kitchens for large numbers.
- Desire and ability to learn and work in a hot, fast paced, rewarding, and team environment.

Professionalism

- Conduct yourself in a manner that is consistent with the mission, values, and goals of Y Camp.
- Always be appropriately dressed and well groomed keeping personal safety and the safety of others in mind.
- Approach all greetings with enthusiasm and maintain positive interactions with campers, fellow staff members, family members, and the greater community.
- Maintain positive personal health by getting adequate rest and complete assigned tasks completely and on time.
- Lead and live with the 4-Core Values with enthusiasm and gusto.
- Motivate others to be the best version on themselves.
- Be an agent of change when opportunities arise. Take the initiative to minimize and solve problems.
- Be reliable.
- Take steps to make the Y Camp community positive.

Management

- Be responsible for assigned tasks and be proactive in managing gaps in functionality.
- Manage individuals and groups with positive reinforcement to minimize conflict. When conflict occurs, work toward resolution that is fair and consistent in a timely manner with care and tact.
- Lead by example and motivate other to take initiative.
- Abide by all policies and expectations. Lead others to do the same.

Kitchen Specifics

- Take initiative to be a productive member of the Kitchen Crew
- Be prompt and manage time, tasks, and fellow staff to keep spaces clean.
- Get to know campers and fellow staff members to develop positive relationships and heighten the experience with friendship.
- Receive feedback as productive and integrate learned skills to increase efficiency.
- Keep spaces clean and clear of clutter for safety and efficiency.

- Be receptive to food allergies and work with Head Chef to accommodate dietary considerations.
- Capable of maintaining effective mental, emotional and social interactions in our group-based, youth centered and community living program.
- Ability to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment.
- Ability to establish and maintain appropriate professional relationships and Interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy).
- Ability to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to use effective and appropriate self-care practices for maintaining overall wellness.
- Ability to recognize and consider the needs of others (including campers and staff members) in daily interactions and decision-making.

Other Essential Functions

- Ability to lift, bend, stand, push, and grab moderate to heavy weight for extended periods of time
- Capable to work in a hot, fast paced environment with objects that are slippery, hot, sharp, freezing, cold, hard and otherwise potentially dangerous.
- Capable of maintaining effective mental, emotional and social interactions in our group-based, youth centered and community living program.
- Ability to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment.
- Ability to establish and maintain appropriate professional relationships and Interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy).
- Ability to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to use effective and appropriate self-care practices for maintaining overall wellness.
- Ability to recognize and consider the needs of others (including campers and staff members) in daily interactions and decision-making.
- Manage personal responsibility to minimize conflict. When conflict occurs, work toward resolution that is fair and consistent in a timely manner with care and tact.
- Lead by example and motivate other to take initiative.
- Abide by all policies and expectations. Lead others to do the same.

Duties

Show up to the kitchen on time and ready to work. Complete assigned tasks in a timely and efficient matter. Abide by rules, guidelines, and standards to keep yourself, the team, and all of camp safe and healthy. The Foodservice Department provides the necessary function of providing safe, healthy, and nutritious food to all of camp.

It is critical that every member of the Kitchen Crew is clean and prepared to manage the kitchen to also be clean as well as efficient, safe, and healthy.

There are specific duties listed here as well as other tasks to be assigned as necessary.

By signing this Job Description, I understand that this position will effect the lives of many people. My dedication to this position will lead to a safe community where bullying and abuse are not tolerated. I will face adversity and tough decisions with an open mind and include the appropriate people in decision making. I will take ownership over what I see. I will celebrate the good. I will work to correct the bad. I understand that I have a role in the success of Y Camp.

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