



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. The YCamp community strives to be a place where all who come can achieve a sense of belonging and pride in our mission and programming. As a staff member, you are expected to help us foster a community which embraces equity and inclusion.

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 model, giving and receiving feedback, and abiding by all policies, procedures, and expectations.
- Experience working in a kitchen &/or other food service operations serving large groups.
- Desire and ability to work and learn in a hot, faced-paced, rewarding and team environment.

Professionalism

- Conduct yourself in a manner that is consistent with the mission, values, and goals of YCamp.
- Always be appropriately dressed and well-groomed.
- Approach all greetings with enthusiasm and maintain positive interactions with campers, fellow staff members, family members, and the greater community.
- Get adequate rest and practice self-care to maintain strong mental, emotional and physical health. Seek support from appropriate leaders if/when needed to maintain appropriate levels of mental, emotional and physical health.
- Motivate others to be the best version of themselves.
- Be an agent of change when opportunities arise. Take the initiative to minimize and solve problems.
- Incorporate diversity, equity, inclusion, and belonging into everyday actions and conversations with campers and staff.
- Engage with campers and staff in ways that are developmentally appropriate and promote mental, emotional and social growth in our youth-centered and community-living program.
- Establish and maintain appropriate professional relationships and interpersonal skills, while demonstrating the personal resiliency needed for a fast-paced and collaborative work environment.
- Interact effectively with individuals and groups, respecting social and cultural diversity and maintaining appropriate boundaries.
- Be reliable, and complete assigned tasks on time.
- Seek opportunities to make the YCamp community positive.

Management

- Complete assigned tasks efficiently and be proactive, taking initiative during unplanned time gaps.
- 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 others to take initiative.
- Abide by all policies and meet expectations. Lead others to do the same.

Kitchen Specifics

- Take initiative to be a productive member of the kitchen crew.
- Be prompt, on time for your shift, and ensure you have food prepared for scheduled meals and snacks.
- Get to know campers and fellow staff members to develop positive relationships and heighten the experience with friendship.
- Receive feedback openly 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 all dietary considerations.

Duties

- Arrive in the kitchen, on time, and dressed appropriately for the job. This includes closed-toe shoes, hair pulled back, and other possible considerations for health and safety in accordance with community health protocols and procedures for safe food handling.
- Complete tasks as assigned by Head Chef, in a timely manner.
- Work collaboratively with co-workers to prepare nutritious meals and snacks for camp participants, daily.
- Take pride in keeping yourself and your work area clean, to ensure food prepared is safe and healthy.
- During meals, keep food bars stocked with food, and be available to answer questions and restock as needed.
- Following mealtimes, aide campers and staff with clean up procedures.
- Wash all dishes, pots, pans, etc. and clean kitchen workspaces to ensure kitchen is ready for the next meal.
- Eagerly and willingly participate in all other tasks as assigned.

By signing this Job Description, I understand that this position will affect 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 YCamp.