



## POSITION: KITCHEN ASSISTANT

**Main Goals:** Responsible for assisting with preparing, cooking, cleaning and serving meals to support the ministry and programs in the West Ohio Camps so that guests are fed quality, healthy and attractive food that is prepared safely.

Complete other duties as assigned by the Camp Director.

**Responsible to:** Camp Director and Food Service Manager

**Desired Qualifications:** Minimum age of 16; some experience in food preparation or kitchen operation; ability to work with and serve all ages of guests and staff.

**Essential Functions:** Strength and endurance to maintain working on your feet for 4-6 hour shifts; Ability to lift 40 pounds; Willingness to work with trash and refuse; Ability to be attentive to quality and quantity of food preparation and cleanliness of kitchen; Ability to operate age-appropriate electrical and mechanical equipment in kitchen; Ability to report food inventory and supplies; Ability to demonstrate a positive role model for campers and staff. Safety awareness should be followed at all times.

**Key Result Area:** **Personal Preparation**

**Sub-Goal:** Acquire a knowledge base from which to start

**Performance Standards:** You will know you have done your job well when...

- 1) You agree to a background check
- 2) You attend camp kitchen staff training
- 3) You learn and apply camp policies and ACA standards
- 4) You learn and apply Ohio Food Service regulations
- 5) You pray for campers, staff and camp

**Key Result Area:** **Food Preparation**

**Sub-Goal:** Food preparation is tasty, attractive, healthy, and safe.

**Performance Standards:** You will know you have done your job well when...

- 1) You assist in preparation and serving of meals, snacks and cookouts
- 2) You put leftovers away properly and in safe manner and ensure correct labelling

- 3) You assist in unpacking and stocking of inventory and reporting of inventory supplies

**Key Result Area: Kitchen Cleanliness**

Sub-Goal: The kitchen and dining areas are kept to a clean standard before, during and after meals

Performance Standards: You will know you have done your job well when...

- 1) You wash and clean dishes, equipment and kitchen area after each meal
- 2) You return clean dishware to their proper storage area
- 3) You ensure dining area and coffee station are clean and orderly
- 4) You assist in major cleaning of kitchen daily or weekly, as per instructions
- 5) You check and clean bathrooms and stock supplies
- 6) You dispose of garbage, trash and recycling

**Key Result Area: Partner with Program Staff**

Sub-Goal: Be a positive, contributing member of a team

Performance Standards: You will know you have done your job well when...

- 1) You work cooperatively and constructively with other staff members
- 2) You communicate with the program staff about cookouts and snacks
- 3) You inform Food Service Manager of any problems in the food service operation or staffing
- 4) You participate in evaluation of summer camp events

**Otterbein Kitchen Assistant – application procedure:**

**Resume** may be sent electronically to:

Director of Camp Otterbein

Scott Seese, [sseese@wocumc.org](mailto:sseese@wocumc.org)

if you prefer to send hard copies, mail to:

15779 Cox Road, Logan OH 43138

**Further information** can be found at [www.WestOhioCamps.org](http://www.WestOhioCamps.org) under the **West Ohio Camps > Join Our Team** information tab

Upon review, you may be asked to fill out a Staff Application online including

1. Reference Contact Information
2. Signed Covenant and Disclosure Statement (includes release for background check)
3. Signed Camp Media Release & Release of Liability Form