

**Girl Scouts of Central Maryland
Resident Camp Position Description
Camp Conowingo**

Date: October 2011

Title: **Kitchen Assistant**

Department: Outdoor Program and Property Services

Reports to: Kitchen Manager

Position Summary: The Kitchen Assistant prepares, serves and cleans up meals for groups up to 250 campers and adults.

Essential Duties and Responsibilities:

- Participated with other food service personnel in the preparation, serving and cleanup of meals and Dining Hall.
- Ensured that food is properly prepared, handled, and cooked to meet all health and safety standards.
- Functions as a general all-around cook for meals and special events.
- Helps in the cleaning and setting up of the kitchen and dining hall at the beginning of resident camp, and closing the facility for the off season.
- Oversees the Dining Hall to ensure that proper health and safety standards are met as well as proper flow of operation to meet the needs of campers.
- Helps to unload, store and move food and supplies.
- Food preparation for all meals
- Dishwashing
- Interacts with the campers and programs during the evening hours.
- Enforces standards as set forth in **Volunteer Essentials**, Maryland Youth Camp regulations and the American Camp Association accreditation standards.
- Attend weekly staff meetings.
- Help maintain campgrounds.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.

Skills, Education and/or Relevant Experience:

- Experience as a cook or assistant cook.
- Training and experience of cooking for large groups.
- Dishwashing experience.
- Ability to work well with individuals and groups of diverse backgrounds.
- Current State of Maryland Food Handlers Certification (preferred).
- Ability to lift, unload and move food and supplies up to 80 pounds.
- First Aid and CPR certification, or be willing and able to successfully complete training provided during staff training.
- Must be able to pass background and fingerprint check as well as drug screening.

Expectations

Camp staff work as a TEAM to insure campers and staff enjoy their participation and employment in a fun and safe manner. The following responsibilities are shared by the entire staff:

- Accept and live by the Girl Scout Promise and Law while employed at summer resident camp.
- Use the Promise and Law as guidance in working with campers and staff.
- Serve as a positive role model to the campers and other staff by abiding by the policies, procedures, and rules at camp.
- Respect, appreciate, and accept all people ensuring all campers and staff feel welcome and part of the group.
- Encourage spontaneity in programming and assure that changes conform to established camp guidelines and procedures.
- Be prompt and encourage promptness among campers and staff.

- Consult your supervisor when you have questions, concerns or problems.
- Encourage and set the example for reasonable neatness and cleanliness in camper and staff tents, latrines, shower house, and grounds. Assume responsibility for keeping staff house and staff shower house clean.
- Actively monitor health situations and general hygiene of campers and self and keep the Camp Health Supervisor aware of needs and problems.
- Report any maintenance needs to the Camp Ranger by completing a maintenance request form that cannot be handled on the spot.
- Participate in pre-camp cleaning and set up and post-camp close out as assigned.
- Maintain an alcohol and drug free environment on camp premises.

The Girl Scout Promise
On my honor, I will try
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law
I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Girl Scout Mission Statement
Girl Scouting builds girls of courage, confidence, and character,
who make the world a better place.

Name _____ Signature _____ Date _____