

GIRL SCOUTS OF THE DESERT SOUTHWEST

JOB DESCRIPTION



Position Title: Kitchen Assistant
Department: Mission Delivery
Reports To: Kitchen Manager
Pay Range: \$75 – \$85 / WEEK
Seasonal Position—at Camp Mitre Peak

POSITION SUMMARY

The Kitchen Assistant will assist the Kitchen Manager in preparing and serving nutritious, well-balanced meals for campers and staff as well as maintaining high standards of cleanliness and sanitation of the kitchen and dishwashing area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Helps to prepare and serve all camp meals as directed; assist in preparation of food as menu indicates, including washing, chopping and peeling.
- Assists in routine sanitation of the kitchen and related equipment, including washing dishes, cleaning equipment and maintaining sanitation of food preparation and storage areas.
- Performs routine duties, to include but not limited to, dish washing and kitchen clean-up, plating and portioning food as directed, and assisting with service during meals.
- Assists in the preparation and packaging of food for use outside of the dining hall.
- Ensure awareness, and sensitivity and diligence of campers' food allergies or special diets.
- Maintains clear and positive written and verbal communication with all internal and external clients.
- Contributes to the diversity emphasis of the council by ensuring that all materials, activities and programs are sensitive to and reflective of the interest, values and needs of persons of all racial/ethnic groups, cultures, religions and abilities.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Report suspected child abuse to Camp Director immediately
- Comply with personnel policies
- Subscribe to the mission and beliefs of the Girl Scouts of the USA by becoming a member if not already a member
- Other duties as assigned.

Qualifications

To perform this Position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

A. Education and/or Experience

- Must be at 18 years of age.
- Must be able to obtain Food Handlers Certificate (training/testing provided at camp).
- Ability to take direction and communicate effectively with all levels.
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- Must submit health physical and health history form prior to first day of work.

- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Attends staff meetings.
- Ability to interact with all age levels.
- Willingness to accept the beliefs and principles of the Girl Scout Movement and acceptance of the relevant and compelling benefits of Girl Scouting.

B. Certificates, Licenses, Registrations

- Valid Driver's License and Girl Scouts membership required.

C. Language Skills

- Excellent, effective English language abilities, both oral and written.

D. Reasoning Ability

- Demonstrated reasoning ability, in order to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven ability to work in a collaborative, service-focused environment.
- Strong analytical skills, as well as problem-solving and conflict management capabilities.

E. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this Position.

- Ability to communicate and work with all ages and skills levels and provide necessary instruction to campers and staff.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Ability to lift 40 – 50 lbs.
- Ability to carry and load luggage, tables, chairs and program equipment.
- Ability to walk/hike several miles daily, as various grades, elevations and on uneven terrain.
- Possess endurance including prolonged standing, some bending, stooping and stretching.
- Ability to sustain physical activity above 4,000 feet elevation.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, and other wilderness animals common to the area.
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance and meet the council insurance company's requirements for coverage.

- Ability to work and reside at Camp Mitre Peak which is at approximately 4,000 feet, including but not limited to, hiking, biking, standing, cooking, uneven terrain and other such outdoor elements.
- Ability to work in the heat, sun, rain.
- Other demands, as determined by the council.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position functions primarily out of Council's Camp Mitre Peak, which is a hilly property at 4,000 plus feet. Camp Mitre Peak is subject to extreme temperature and wind.

Other Working Conditions

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

Girl Scout Core Competencies:

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

Revised: 12.09.2021