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Summer Kitchen Staff

revised 11/28/2017

TITLE:

The title shall be KITCHEN STAFF.

QUALIFICATIONS

EDUCATION AND EXPERIENCE: Minimum of 16 years old. Experience in food handling & sanitation is very helpful but not required. Must have up to date Background Clearances as required by the State of Pennsylvania.
CONVICTIONS: Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

SCOPE AND IMPACT OF DUTIES:

Because of the importance of clean, proper preparation of food, the kitchen staff plays a vital role in the program of summer camp. The cheerful, efficient performance of the duties adds to smooth operation of the facilities and adds to the success of a Jumonville camp experience. Since the kitchen staff comes in contact with counselors, staff, and campers, it is important that this person's actions and attitudes are consistent with the principles of Christian love and concern for persons. Safety procedures should be enforced for the welfare of all in the dishroom.

This person's attitude is of utmost importance in your relationships with campers and staff. Patience, concern, compassion, fairness and love are requisites.

PRINCIPLES OF EMPLOYMENT:

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

LINE OF AUTHORITY:

This position works under the supervision/direction of the Food Service Director and Assistant Food Service Director.

SPECIFIC DUTIES:

This description of duties is not intended to limit activity but, rather, to define areas of responsibility. It is expected that as situations arise calling for action, they will be handled expeditiously.

DISHWASHERS:

1. Be present at the dish washing station in time for each meal to load and to clean all dishes, pots, pans, and utensils used in the dining hall and kitchen for cooking, serving, and eating.
2. To work continually at each mealtime, according to appropriate prescribed procedure, until the end of the meal.
3. To keep up cleanliness and safety of the machine, floors, sinks and counters of the dish washing station and to see that the machine is in good working condition.
4. To cleanse the inside of the machine a minimum of once every week - more often if heavier weekly load volumes leave excess "milky solid" deposits in the machine. The necessity of more frequent cleansing should be left to the judgment of the dishwasher(s).
5. To clean the kitchen equipment when informed by the Director or his Assistant.
6. Daily--sweeps and mops floor at breakfast and takes care of dining room restrooms.
7. Keep stockroom neat and clean. Pick up and remove boxes and other trash from the storeroom daily. Also keep back entry to kitchen neat and clean. All trash should be taken to the dumpster.

DINING ROOM HELP:

1. Carrying out the instructions of the Dining Room Hostess so the dining room is handled in an efficient and pleasant manner. This includes but is not limited to the following:
 - a) Making sure campers have received their food, according to the dining hall procedures.
 - b) Making sure tables are cleaned and sanitized after each meal is over.
 - b) Sweep floor after every meal. Empty garbage cans and replace bags after every meal
 - c) Setting tables with needed utensils and place setting items before each meal.
 - d) Put windows up and down during day; lock doors at end of the day
 - e) Keep porches and bell area clean of litter
 - f) Report to Dining Room Host/Hostess and Food Service Supervisor before leaving the kitchen to see if anything else needs to be done
2. Assisting in the preparation of food as directed by the Food Supervisor.

3. Following the instructions of the Dining Hall Hostess and Food Service Supervisor regarding cleanliness, according to the Health Department regulations and other general cleaning as needed.
4. In accordance with instructions from the supervisor, maintain stocks of food in pantry, cooler and storeroom in neat, orderly and clean condition.
5. Assist in putting beverages on the tables within 15 minutes preceding each meal. This includes filling pitchers.

COOKOUT:

1. Keep the cookout room in an organized and sanitized condition.
2. Receive the cookout and snack requests and organize for daily preparation. This involves working with the Food Supervisor in the coordination of ordering supplies and food.
3. Responsibility for using and adhering to the cookout and snack menu guides.
4. Coordinating the pick up time of supplies with the dean, which also entails going over checklists and explaining clean up procedures for when the camp returns the equipment.
5. Assuring that foodstuff, utensils, paper products (plates, bowls, cups, napkins, etc.) are stacked and ready for use. Coolers should be packed with ice in zip lock bags.
6. Keep a count of the numbers cooking out for each meal and give that number to the Food Service Supervisor and the Dining Room Hostess/Host, especially alerting them to changes and additions.
7. Maintain a supply of water in jugs, on the side porch, to use for putting out campfires and cookout fires.

ALL:

1. Assist with other kitchen work as directed by the supervisor.
2. Report to Dining Room Host/Hostess and/or Food Service Director before leaving the kitchen to see if anything else needs to be done
3. Assist in any other duties as may be assigned.