

KITCHEN ASSISTANT

PURPOSE: To support the Camping Ministry by preparing God's gifts of food into nutritious and appetizing meals for campers and staff so that they may be nourished of the body, and ready to be nourished of the spirit as the program continues.

OVERALL RESPONSIBILITIES: Help with dishwashing, basic food preparation, serving meals, kitchen clean-up, supervising dining hall, inventories and re-stocking.

RESPONSIBLE TO: Head Cook and Guest Services Coordinator

SPECIFIC DUTIES:

1. Dishwashing, following directions attached and posted.
2. Meal preparation, under direction of Head Cook, or other Kitchen Crew Member knowledgeable with what to do. Always practice sanitation methods as you work.
 - a. check menu and task sheet for meal being prepared
 - b. assist in meal preparations as instructed by Head Cook.
3. Preparation/supervision of Dining Hall:
 - a. set up serving tables
 - b. put out plates, silverware, napkins, chafing dishes
 - c. prepare bus carts
 - d. instruct table setters to wash tables, then hands.
 - e. instruct table setters to set tables.
 - f. make sure someone will lead Grace.
 - g. make any special announcements about meal, etc.
 - h. supervise after-meal clean-up.
 - i. sweep/mop dining hall if needed.
4. Help serve food, replenish food as needed.
5. Cleaning of Kitchen throughout day:
 - a. when finished with what you're prepping, put things away and take dirty utensils to dishwashing area.
 - b. keep counters wiped clean, from food and clutter when possible.
 - c. sweep/mop up messes when they happen.
 - d. keep up with dirty dishes when meal prep is under control.
 - e. clean grill after use, and empty grease trap.
 - f. take out compost, trash when needed.
 - g. expect the health inspector to arrive anytime!
 - h. keep lid on garbage can
6. Help put away food after meals; label and date.
7. Cleaning of Kitchen at end of day:
 - a. sanitize all sinks with "comet"-type cleanser
 - b. dry stainless steel sinks/counters w/towels.
 - c. sanitize all countertops with "sanitizer" solution.
 - d. sanitize all "hand touch" spots - cabinet handles, light switches, doorknobs, faucets, oven controls, etc.
 - e. thoroughly clean dishwasher.
 - f. clean floor drain with comet.
 - g. thoroughly clean mixer.
 - h. scrub stove top.
 - i. cover plate/cup carts.
 - j. sweep under counters, in corners w/small broom.
 - k. sweep floor
 - l. mop floor.
 - m. turn out lights (check walk-in & pantry), lock door.

8. Cleaning Kitchen at end of week:
- all of above.
 - remove and clean traps under stove top.
 - scrape out convection ovens.
 - clean out walk-in.
 - wash windows, wipe down walls where needed.
 - remove dishes, etc. and wipe down shelves where needed.
 - whatever needs cleaning.
9. Inventory of food supplies under direction of Kitchen Crew Leader/Head Cook. Re-stock supplies when needed.

RELATIONSHIPS AND KEY CONTACTS: Works closely with other members of Kitchen Crew, Guest Services Coordinator, and Head Cook. Instructs Small Group Leaders as to Dining Hall procedures when appropriate. Campers are key contacts made in the kitchen: share a smile to brighten their day. Director is responsible for care off all staff, and may assign additional work responsibilities if there is a need in camp. Work with Dean and Small Group Leaders to help make the camp experience a good one for all.

ESSENTIAL FUNCTIONS

Desirable Qualifications:

- Previous experience in institutional cooking.
- Must have a valid Washington state food handler's permit on file at the camp.

Skill to:

- Establish and maintain effective working relationships with co-workers and guests.
- Flexibility to work in changing conditions and time schedules.
- Communicate effectively with others.
- Supportive attitude towards the United Methodist Church.

Knowledge of:

- Kitchen equipment and supplies.
- Sanitation and dishwashing procedures.

Work Environment:

- Must work when meals are being served, many times long hours: 6 to 8 hours in a shift or longer
- Must be able to work a number of days consecutively.
- Work place atmosphere is fast-paced with high pressure.
- Uphold standards, policies, and procedures of camping program.

Physical Ability to Meet the Following Requirements:

- Lift a 50 pound bag, carry it 25 feet and place it on a shelf 3 feet high
- Ability to be on your feet for long periods of time.

Environmental Exposure:

- Will be exposed to potentially hazardous cleaning substances.
- May be exposed to dust, pollen, cobwebs, dirt, rodents, and rodent droppings.

Mental and Emotional Requirements:

- Ability to make independent decisions, provide own direction, and respond to immediate needs.
- Ability to take direction from supervisor and discuss plans with other staff.
- Ability to interact cheerfully and positively with guests and campers.
- Ability to do any job with an attitude of servant hood for Christ's ministry.

Lazy F Camp and Retreat Center is located twelve miles southwest of Ellensburg, Washington in the heart of the Manastash Canyon. It is situated on 110 acres of mixed forest and open meadows in the eastern foothills of the Cascade Mountains. Lazy F is part of a vital ministry of the Pacific Northwest Conference of the United Methodist Church, serving all nonprofit groups. It is an ideal location for a retreat or conference, providing clean facilities and delicious home cooked meals. Recreational opportunities available at the camp include fishing in the stocked trout pond; hiking on the seven miles of trails; making crafts; utilizing our challenge course; and shooting on our archery range.