



**Job posting for:** Kitchen Assistant and Counselor

**Reports to:** Cook and Camp Director

**Status:** Seasonal, Full-time, June 17 – August 11, No programs: July 2-5, Typically Saturday and Sunday off, but schedule varies

**Location:** Camp Bovey – Residential Summer Camp in Gordon, WI

**Position Summary:**

Under the direction of the Cook, assist in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area. Under the direction of the Camp Director, assist in the primary care of campers. Responsible for planning and carrying out cabin activities and guiding campers in their personal growth and daily living skills.

**Purpose and Core Values:** The purpose of Camp Bovey is to provide fun and encouraging outdoor experiences that ignite curiosity, create connections, and grow confidence. Our core values are Caring, Sharing, Curiosity, and Connection.

**Major Challenge:**

The delivery of a safe and fun program for campers with varying degrees of knowledge, skills, and abilities.

**Major Job Responsibilities:**

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - Assure campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
2. Assist in the daily operations of the camp food service.
  - Assist in the preparation of food as the menu indicates including washing and peeling.
  - Set up food, supplies, and utensils for dining hall distribution.
  - Store food and leftovers at proper temperature.
3. Assist in routine sanitation of the kitchen, dining area, and related equipment.
  - Clean and maintain all food-preparation, storage areas, and dining areas.
  - Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
  - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.

4. Assist in the preparation and packaging of food for use outside the camp dining hall.
  - Work with cooks and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
  - Prepare and store pack out food according to camp and health code procedures.
  - Advise staff on equipment or preparation materials needed for identified menu choices.

**Other Job Duties:**

- Participate enthusiastically in all camp activities, planning and leading those as assigned.

**Relationships:**

The Kitchen Assistant is expected to maintain positive and professional relationships with all members of the staff team. The Kitchen Assistant will work closely with the Cook and the Camp Director. The Kitchen Assistant will be expected to live with, communicate regularly, plan with, and share responsibilities with a co-counselor. Regular communication is expected with the Program Director, as well as other activity leaders and youth leaders (Junior Counselors and Leaders in Training). The Kitchen Assistant is expected to create and maintain professional communication with the camp business administrator, other East Side Neighborhood Services staff, and caregivers of campers at drop-off and pick-up.

**Equipment Used:**

Cutting knives, other cooking tools, gas oven, charcoal grill, dishwasher, cleaning supplies (may include bleach products), toilet plunger, mop, broom, vacuum.

**Job Requirements and Qualifications:** *(Minimum qualifications and experience)*

- Preferred experience working in camp settings
- Preferred experience in child care, babysitting, or camp counselor positions
- Preferred experience working in kitchens, dining, or restaurant settings
- Preferred WI ServeSafe or Food Handler's license
- Current certification in first aid and CPR or willingness to attain them.

**Knowledge Skills and Abilities:**

- Desire to work in the food service area.
- Training and experience in teaching children.
- Desire and ability to work with children outdoors in varied conditions.
- Knowledge of food preparation and serving, storage of food and dishwashing procedures is preferred.

**Physical Aspects of the Position**

- Ability to communicate and work with groups participating (ages 7 and up with varying skills) and provide necessary instruction to campers and staff.
- Ability to observe camper 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.
- Endurance including prolonged standing, some bending, stooping, and stretching. Walking and some running on uneven or sandy surfaces.
- Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to various weather conditions.

**Compensation:** \$45 daily rate, \$1,800 season total

**Application deadline:** February 18, 2019

**Apply directly online:** <https://goo.gl/forms/xvi2she72za40BW33>

**Resume and cover letter should be submitted along with the application using the above link.** If you are unable to attach your either of those documents within the application, you may send them to East Side Neighborhood Services, 1700 Second Street NE, Minneapolis, MN 55413 or by email to [campboveyHR@gmail.com](mailto:campboveyHR@gmail.com) ; or visit our website at [www.esns.org](http://www.esns.org)

### **AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.