



## Camp Fire Heart of Iowa Job Description

**POSITION:** Kitchen Assistant | Camp Hantesa  
**CLASSIFICATION:** Seasonal (Full-time)  
**REPORTS TO:** Food Service Manager  
**SUMMER SEASON:** May-August

**JOB SUMMARY:** Assists the Food Service Manager and Cook in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen, dishwashing area, and other camp facilities.

### QUALIFICATIONS:

1. Must be 18 years of age or older.
2. Must be able to pass a criminal background check.
3. Valid driver's license and clean driving record.
4. Knowledge of and experience in food service: food preparation, serving, storage, and kitchen procedures preferred.
5. Experience working with youth of diverse backgrounds and abilities preferred.
6. Strong leadership, communication, and decision-making skills.
7. Ability to work with children and teens in an enthusiastic and positive manner.
8. Ability to establish and maintain positive working relationships.
9. Good character, integrity, patience, and adaptability.
10. Have, or have the ability to complete during staff training, First Aid/CPR certifications.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties.
2. Ability to speak and hear.
3. Significant sitting, standing, walking, and physical activity.
4. Significant amount of time spent outdoors.
5. Ability to lift and carry fifty (50) pounds.
6. Ability to constantly interact with the public in a professional manner.
7. Ability to perform professionally in stressful situations.
8. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) all day in all climates.
9. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
10. Physical ability to respond appropriately to situations requiring first aid/CPR. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).
11. Eye-hand coordination and manual dexterity to manipulate kitchen equipment.
12. Determine cleanliness of dishes, food surfaces, and kitchen area.
13. Ability to assess condition of food.

### ESSENTIAL FUNCTIONS:

1. 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.
2. Assist in routine sanitation of the kitchen and related equipment.
    - Clean and maintain all food-preparation and storage 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.
  3. 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.
  4. Complete weekly cleaning and sanitation tasks across camp including dining hall, restrooms, and other facilities as needed.
  5. Be a positive role model for youth in language, dress, behavior, and attitude.
  6. Communicate any staff or camper concerns to the Administrative Team.
  7. Manage personal time off in accordance with camp policy.
  8. Perform other duties as assigned by the Administrative Team.

**PAY:** \$300.00-\$350.00 per week, depending on qualifications and prorated as needed for requested time off. Room and board included, if desired.

**APPLICATION PROCESS:** Apply online at [www.campfireiowa.org](http://www.campfireiowa.org).

**OUR COMMITMENT:** Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.