



Silver Lake Camp & Retreat Center

Job Description

Kitchen Staff

Reports to: Kitchen Coordinator

Position Purpose:

As a member of the Kitchen Staff team, assist in preparation of food for participants in the summer program. Perform daily and weekly cleaning, disinfecting, and sanitizing tasks.

Principle Duties:

- Food preparation and service
 - Learn and implement best practices for safe food handling and service
 - Prep food for three meals daily plus snacks
 - Cook and bake as directed
 - Learn and implement current best practices for Covid-19 mitigation
 - Learn and follow safety procedures
 - Watch for areas of risk and, when possible, eliminate or reduce risk
 - Report any observed safety concerns to Coordinator
- Cleaning
 - Daily kitchen cleaning
 - Weekly deep cleaning
 - Respond to cleaning emergencies

Other Job Duties:

- Participate in emergency drills
- Respond to emergencies
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

Relationships:

The Kitchen Staff will work closely with each other, the Coordinator, and the Food Services Manager to ensure the smooth and safe operation of the camp kitchen. The Kitchen Staff will work with Camp Family and the Maintenance Staff to ensure cleanliness of the kitchen and live in community with other summer staff.

Equipment Used:

- Kitchen equipment, including but not limited to knives, meat slicer, mixers, ovens, grills, fryers.
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers

Qualifications:

- Age 17 or older
- First Aid/CPR certification, or ability to obtain such
- Must submit health history record and examination form prior to first day of work
- Satisfactory background check
- Experience in food preparation and service

Knowledge, Skills, and Abilities:

- Knowledge of cleaning procedures and products
- Knowledge of tools and safety equipment
- Follow written and verbal directions
- Change projects and reprioritize often to meet new needs as they arise
- Follow health codes
- Show a sense of pride in the ministry of Silver Lake
- Exhibit maturity
- Be an appropriate role model
- Be self-motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant and policies of Silver Lake Camp & Retreat Center and the Southern New England Conference of the UCC

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)
- Ability work with others or alone

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written hire letter and will include the pre-summer Staff Development Program.

Compensation: Salary begins at \$1,700 and is based on experience.