



# Cornell University

## Cooperative Extension

### Jefferson County

<p><b>Classification Title:</b> Temporary Camp Kitchen Worker</p> <p><b>Functional Title:</b> 4-H Camp Wabasso – Kitchen Assistant</p> <p><b>Supervisor &amp; Title:</b> 4-H Camp Wabasso Director</p>
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#### General Responsibilities

This position serves as **4-H Camp Wabasso Kitchen Assistant** responsible to Cornell Cooperative Extension Association of Jefferson County. The primary responsibilities of this position are to assist in any area of kitchen or dining room as scheduled by 4-H Camp Kitchen Manager. In addition, this position accepts and performs other duties as assigned and deemed appropriate by the 4-H Camp Wabasso Kitchen Manager and/or 4-H Camp Wabasso Director. *(This position does not include cabin responsibilities.)*

#### **Job Duties**

- During staff training, work with Kitchen Manager to set up kitchen and dining room.
- Assist in preparing and serving nutritious meals and snacks for up to 130 campers and staff, according to USDA standards.
- Assist in keeping all areas of Hiawatha Hall safe, clean, sanitary, and in compliance with New York State Department of Health regulations.
- Be responsible for personal cleanliness and appearance.
- Assist in all kitchen duties including: unloading and storing necessary supplies, washing dishes, glasses and silverware by machine, sweeping and mopping kitchen and dining room, properly disposing of trash and recyclable items, and any additional tasks deemed necessary by the Kitchen Manager.
- Assist Kitchen Manager in the planning and development of camper activities and classes as appropriate.
- Assist in tracking meals served daily.
- Assist in conducting initial and end of season inventory, storing and keeping materials and equipment in good condition.
- Conduct daily check to be sure all equipment is safe, clean, and in good repair.
- Assist in the evaluation of the current camping season, and make suggestions for the next camping season.
- Attend camp orientation program.
- Participate in staff meetings and training events as scheduled.

#### **Reporting Relationships**

- Immediate supervision provided by 4-H Camp Wabasso Kitchen Manager with overall supervision provided by 4-H Camp Wabasso Director.

## **Qualifications**

### *Necessary:*

- Must be at least 16 years of age.
- Must have current CPR and First Aid certifications (will train if necessary).
- Demonstrated ability to do tasks as assigned.
- Demonstrated ability to work well with others.
- Demonstrated ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

### *Desirable:*

- Training and/or experience in Food Service.

## **Special Requirements**

- Must meet travel requirements of the position.
- Must be willing and able to stay at 4-H Camp Wabasso (including overnights) the entire time Camp is in session.
- Must have clear background check.