



Kitchen Assistant Job Description

Sons of Norway Fifth District Heritage Camp – Masse Moro

Qualifications

- Must be a minimum of 16 years of age
- Interest in kitchen work, experience working in food service required
- Willingness to work evenings and weekends

Compensation

Starting at \$400.00 for a two-week period, room and board provided as needed. (Compensation is established based on experience and qualifications)

Reports to:

Head Cook

General Responsibilities

- Attend and participate in staff orientation
- Prepare authentic ethnic (Norwegian) recipes
- Assist with preparation and serving of meals
- Enforce sanitary requirements in the kitchen in keeping with state regulations for health and safety.
- Prepare and provide staff meals during Orientation.
- In addition to preparing food for all meals:
 - Place an example table setting on the counter for campers doing Kitchen Patrol (KP).
 - With the assistance of a Counselor, guide campers participating in KP with what food to place on tables.
 - Set aside small amounts of food in bowls for counselors to present to camp in a pre-meal skit.
 - Dish up food into bowls for serving family-style (including serving utensils)
 - Serving (or having food set up for self-service) for vegetarians/food allergies and for additional helpings
- Providing answers to staff questions about cleaning up (locations of cleaning supplies, remembering all steps, etc.)
- Supervise the dining hall arrangements and cleanup
- Assist with the kitchen cleanup and disposal of garbage and food scraps
- Wash dishes and utensils used before, during, and after each meal.

Responsibility as a Staff Member

- Be familiar with and abide by specific policies set forth in the “Personnel Policies”, which are designated by Sons of Norway Fifth District Board, Camp Administrators and Camp Director(s)
- After receiving any communication (mailing, email, etc..), read all information carefully and thoroughly before arriving at Camp.
- Be advised the entire staff is under the direction of and is responsible to the Camp Director. While some positions are supervised by other staff, the Camp Director retains ultimate authority and responsibility for the Camp.
- Assist with setting up, maintaining and takedown of Camp.

- Speak Norwegian with the campers as much as possible.
- Live in community living arrangements, assigned according to sex; nearly all positions include living and sleeping in a cabin or other housing unit with campers of the same sex; positions that do not include living with campers do include living with other staff members of the same sex.
- Be prepared to use communal showers and bathrooms, assigned according to sex.
- Model standards for behavior and be sensitive to the health and welfare of the campers.
- All staff are required to take part in clean-up, inventory and evaluation of the program.

Essential Functions

- Emotional resiliency and cognitive abilities to carry out job responsibilities
- Ability to establish and maintain appropriate professional relationships
- Interpersonal skills to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to assist campers in an emergency (fire, evacuation, illness, injury)
- Possess strength, physical ability, and endurance to maintain constant supervision of campers
- Observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques.
- Ability to stand
- Use hands/fingers (dexterity) and lift up to 10 pounds continuously
- Walk
- Work in extreme heat
- Hear and listen
- Reach with hands and arms and lift up to 25 pounds frequently
- Sit, stoop, kneel, crouch
- Work with chemicals
- Work with noise
- Operate kitchen equipment safely
- Determine the cleanliness of dishes, food contact surfaces, and kitchen area
- Comply with Wisconsin Food Code in food preparation
- Maintain appropriate inventory food and supplies

EEO Statement

Sons of Norway Fifth District Heritage Camp Masse Moro is an equal opportunity employer and equal opportunity educator. Masse Moro is fully committed to equal opportunity in employment decisions and educational programs/activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, marital status or status with regard to public assistance.