



Job Description: Kitchen Staff

Essential Functions: The Kitchen Staff reports to the Commissary Director. The Kitchen Staff assists in managing the daily operations of the camp dining service, including coordinating activities between the kitchen and dining room.

Principle Responsibilities:

- Work with Commissary Director to know and understand the meals being served and the related dining service's needs.
- Work closely with Commissary Director to coordinate the specifics of special meals such as picnic dinners, guest meals, and snack carts.
- Provide counts for a meal, coordinate serving food and seconds, attend to special needs.
- Arrange proper seating facilities keeping in mind all rules and regulations concerning safety, fire, and health concerns.
- Organize the feeding of all personnel in such a manner as to expedite the operation and to avoid delays.
- Oversee the maintenance and sanitation of the dining room equipment and furnishings.
- Oversee the cleanliness of tables, chairs, floors, ascertaining that everything is in readiness for the following meal.
- Assist the Commissary Director with inspecting the cleanliness of all dishes, silverware, or any other eating/serving utensil.
- Oversee the sweeping and mopping of the kitchen area daily.
- Inventory and refill any materials needed in the operation of the dining room.
- Assist with the work of the dishwashers to maintain the cleanliness of the dish room area.
- Work cooperatively with other Kitchen Staff.
- Assist in kitchen with food prep, serving, and clean-up as needed.
- All other duties assigned.

