Girl Scouts in the Heart of Pennsylvania
Position Description

Position Title: Kitchen Assistant
Location: Camp Small Valley, Halifax, PA
Reports To: Associate Director of Outdoor Experience

Position Summary
Kitchen Assistants will work under the guidance of the Head Cook to ensure that the kitchen is clean and operational and will assist in serving three meals per day/seven days per week. Kitchen Assistants will prep food, dispose of trash, clean, prepare the Dining Hall, and wash dishes and kitchen linens. Responsible for maintaining PA Food Safety standards for the duration of employment.

Dates: June 12th – June 27th; July 3rd – August 1st, 2021

Key Responsibilities
- Ensure that the camp’s food service operations are carried out in a manner which meets federal, state, and local health standards
- Clean and sanitize all food preparation areas, preparation equipment, floors and other kitchen/dining hall areas as required
- Wash all dishes, serving dishes, preparation equipment and utensils according to regulated washing methods and temperatures
- Ensure all serving dishes, preparation equipment, and utensils are appropriately stored at the end of each meal
- Sort, store, and distribute ingredients
- Assist in the preparation of food as menu indicates including wash, peel, chop, cut, cook, and help to prepare salads and desserts
- Assist in food storage and leftovers at the proper temperatures
- Dispose of trash and as required
- Assist with cleaning and organizing kitchen linens as required
- Set up and break down dining hall tables, set food out for meal on time according to the kitchen/camp expectations
- Knowledge of allergies and dietary restrictions and of food preparation and cleaning standards according to federal, state, and local health standards
- Abide by GSHPA code of conduct, rules, and expectations
- Model the mission of Girl Scouting
- Perform other duties as assigned

Skills & Qualifications
- Minimum age of 18 years old
- High School Diploma or equivalent
- Ability to work in a camp setting in conditions including, but not limited to: loud noises, heat, rain, and cool temperatures
• Desire to work in the food service industry
• Ability to walk over uneven terrain
• Ability to work independently as well as a team
• Desire and ability to work with children
• Ability to accept supervision and guidance
• Ability to work a varied, flexible schedule
• Ability to lift at least 50 lbs.
• Ability to sit and stand for extended periods of time
• Professional attitude, integrity, and adaptability
• Enthusiasm, sense of humor, patience, and self-control
• Desire to be a positive role model, approachable, and excellent interpersonal skills
• Must be able to pass required background checks
• Current CPR and First Aid certifications or ability to pass training during pre-camp