**Girl Scouts in the Heart of Pennsylvania**  
**Position Description**

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<th><strong>Position Title:</strong></th>
<th>Volunteer Kitchen Assistant</th>
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<td><strong>Location:</strong></td>
<td>Camp Archbald, Camp Furnace Hills, or Camp Happy Valley</td>
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<td><strong>Reports To:</strong></td>
<td>Associate Director of Outdoor Experience</td>
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**Position Summary**

Volunteer Kitchen Assistants will work under the guidance of the Associate Director of Outdoor Experience to ensure that the kitchen is clean and operational and will assist in serving three meals per day throughout the volunteer period. Volunteer Kitchen Assistants will prep food, dispose of trash, clean, prepare the Dining Hall/meal area, and wash dishes and kitchen linens. Responsible for maintaining PA Food Safety standards for the duration of the volunteer period.

**Camp Happy Valley, June 28th-July 3rd, 2021** (Monday-Saturday) (Day Camp: June 28-30; Mom & Me, July 2-3)

Volunteer Kitchen Assistants will provide three meals a day from Monday through Thursday for approximately 16 camp staff. Day Campers will be on site Monday through Wednesday, but will provide their own bag lunch and Volunteer Kitchen Assistants will provide two snacks a day for these campers (60 campers maximum). Volunteer Kitchen Assistants will provide three meals a day for Mom & Me campers, in addition to camp staff, on Friday and Saturday, beginning with dinner on Friday through lunch on Saturday. This will be as many as 76 campers/staff. Volunteer Kitchen Assistants are provided the same meals that staff/campers eat. Breakfast, lunch, and dinner are served at set times. These are typically at 8am, 12pm, and 6pm, but are subject to slight modification due to the program schedule. Please refer to the Volunteer Kitchen Assistant position description for additional responsibilities, skills, & qualifications.

**Camp Furnace Hills, July 26th-30th, 2021** (Monday-Friday) (Day Camp)

Volunteer Kitchen Assistants will provide three meals a day from Monday through Friday for approximately 16 camp staff. Day Campers will be on site Monday through Friday, but will provide their own bag lunch and Volunteer Kitchen Assistants will provide two snacks a day for these campers (25 campers max). Volunteer Kitchen Assistants are provided the same meals that staff eat and lodging is provided if necessary. Breakfast, lunch, and dinner are served at set times. These are typically at 8am, 12pm, and 6pm, but are subject to slight modification due to the program schedule. Please refer to the Volunteer Kitchen Assistant position description for additional responsibilities, skills, & qualifications.

**Camp Archbald, August 2nd-7th, 2021** (Monday-Saturday) (Session 1: August 2nd-4th, Session 2: August 6th-7th)

Volunteer Kitchen Assistants will provide three meals a day from Monday through Saturday for up to 76 campers/staff. On Thursday, meals will only be provided for approximately 16 camp staff, as this is a transition day between camp sessions. Volunteer Kitchen Assistants are provided the same meals that staff/campers eat and lodging is provided if
necessary. Breakfast, lunch, and dinner are served at set times. These are typically at 8am, 12pm, and 6pm, but are subject to slight modification due to the program schedule. Please refer to the Volunteer Kitchen Assistant position description for additional responsibilities, skills, & qualifications.

**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 dishes serving, 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 check
• Current CPR and First Aid certifications