

## **Pilgrim Lodge - Kitchen Staff Job Description**

**Supervisor:** Food Service Manager

**Supervises:** None

Kitchen Staff members play an important role in the provision of food for participants in the camp community while upholding all food safety and cleanliness standards in the dining and kitchen area.

### **Kitchen and Food Preparation Expectations**

- Works collaboratively with the Food Service Manager and other members of the staff to provide nourishing meals and hospitality to campers, volunteers and other staff
- Assist campers, deans, and volunteers as directed by the Food Service Manager
- Assist in meal preparation, clean-up and storing and labeling food
- Unload delivery trucks, check delivery inventory and appropriate store food and equipment
- Communicate inventory or ingredient needs to the Food Service Manager
- Work to maintain the cleanliness of the kitchen and dining area by supporting with tasks including washing dishes using industrial dishwasher, scrubbing pots, completing kitchen laundry, mopping the floor, and removing the garbage
- Adhere to all safety protocols in the food service area

### **General Duties and Expectations**

- Represent Pilgrim Lodge in a professional manner consistent with its mission, values and Statement of Faith.
- Assist campers, counselors and deans with any and all needs. Model this attitude for the staff and work to cultivate a staff culture of service, generosity and kindness.
- Help to build camp morale and sense of community. Encourage growth in fellow staff members.
- Participate in staff training, activities and meetings as assigned.
- Participate in emergency drills and respond to emergencies.
- Clean camp as assigned, including clean bathrooms, wash dishes & pots, empty garbage and go to the dump
- Fulfill Community living assignments (i.e.: keeping living space clean, helping set the dinner table)
- Abide by the rules and guidelines set up in the Pilgrim Lodge Staff Manual and Code of Conduct and follow policies of the Maine Conference United Church of Christ.
- Fulfill other duties as assigned

### **Qualifications:**

- Age 18 or older
- First Aid/CPR certification, or ability to obtain such
- Must submit health history records prior to first day of work
- Satisfactory background and reference checks

### **Knowledge, Skills, and Abilities:**

- Experience with cooking and kitchen procedures
- Adherence to safety regulations and emergency procedures
- Ability to participate in an environment that promotes personal growth, community building, and teamwork
- Ability to adapt and be flexibility in changing situations
- Ability to exhibit maturity and role model positive behaviors for campers
- Ability to work independently, organize priority tasks and be self-motivated
- Willingness to learn and work in a diverse community

**Equipment Used:**

- Kitchen equipment including, but not limited to ovens, mixers, food processors, knives, etc.
- Cleaning equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, dishwasher, washing machines, and dryers

**Physical Aspects of the Job:**

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond to emergencies and situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

**Term of Position:** This is a seasonal position for Pilgrim Lodge's summer camp program. The position is not eligible for benefits. Wages are "hourly" and food and lodging are available. Dates of employment will be defined in a written letter of hire and will include staff training.

**Mission Statement:** *Pilgrim Lodge extends the ministry of the Maine Conference United Church of Christ through quality camping and retreat experiences. Hosted programs at Pilgrim Lodge emphasize spiritual and outdoor exploration, personal growth, authentic self-expression in a safe environment, and intentional community that affirms individual sacredness.*