



Hartford County 4-H Camp, Inc.  
Year Round Address PO Box 444 Enfield, CT 06083  
Summer Address: 247 South Road, Marlborough, CT  
[www.hartfordcounty4hcamp.org](http://www.hartfordcounty4hcamp.org)

## JOB DESCRIPTION

**Position:** ASSISTANT CHEF

**Responsible to:** Head Chef

**Summary:** To assist Chef in preparing and serving all camp meals and snacks in compliance with CTDPH/Chatham Health code standards and regulations as well as those set forth by Hartford County 4-H Camp, Inc.

**Qualifications:**

- Experience in operating and supervising in a food service setting.
- Ideal candidate willing and able to work a 7 day work week for approximately 10 weeks, residing onsite, at a residential youth summer camp. Approximate daily hours include a morning shift, a lunch shift as well as a dinner shift and will vary depending on food preparation needs and includes long breaks in between shifts as well as a 24 hour period off from Saturday 12:00 pm – Sunday 3:00 pm.
- Candidate will hold a valid Qualified Food Operator (QFO) Certificate (from ServSafe or equivalent) as required by the CTDPH/Chatman Health District. As well as be familiar with CTDPH and Chatham Health District health code requirements.
- Candidate must have good organizational, communication and leadership skills, as well as be able to work with a team of at least 2 other people..
- Be able to assess and react calmly with a clear mind in any crisis situation.
- Must possess emotional maturity, good moral character and integrity at all times.
- Experience with feeding groups from 25 to 250+ people preferred
- Candidate must possess prior knowledge and ability to assist preparation of a diverse one week menu, from scratch when applicable, for small and large group settings.
- Must pass a Certified Criminal and Sex Offender Registry Background Checks which will be become a permanent document in the personnel file.
- CPR and/or first aid certification beneficial but not mandatory.

**General Responsibilities:**

- Assist Head Chef in preparing all meals, preparing salad bar, serving and cleanup each day during the camp season.
- Work with Director and Nurse on duty, to accommodate campers, counselors and staff with dietary restrictions or food allergies
- Be able to work cooperatively with kitchen assistants and be able to assist them when needed.
- Arrive at the kitchen on time and with a clean and neat appearance.
- Follow, model and enforce all camp rules, policies and procedures.
- Emphasize safety at all times. Be a positive role model for campers, counselors and staff.
- Maintains a clean and sterile work environment as set for by the Chatham Health District, CTDPH and QFO guidelines. Includes, but is not limited to, dish room, pantry, all food prep areas, all kitchen equipment, food storage facilities, walk ins, freezers, salad bar, and outdoor recycling/garbage areas.
- Demonstrate sensitivity to the needs of campers, counselors and staff throughout the camping season. Provide great customer service at all times.
- Assist Head Chef as needed in checking in all food deliveries, checking for quality control and putting away deliveries neatly and in a timely manner.
- Report all Equipment/Appliance issues to Chef or in his/her absence to the Director or Caretaker so repairs can be done in a timely manner.

- Assist Chef in making sure that all meals are of the highest quality, served on time, Hot when applicable, and in an appetizing manner for the entire camp season with the understanding that good nutrition and well presented food is an integral part of the program.
- Accept and follow directions both in verbal and written form.
- Assist in closing down the kitchen at the completion of the season.
- Understand, accept, and interpret the philosophy of Hartford County 4-H Camp, striving to attain the goals as set forth by the Board of Directors.

**Physical Requirements**

- Demonstrate the ability to operate industrial kitchen equipment.
- Ability to assist in emergency situations.
- Lift 50 pounds from floor to table with help from Chef or Kitchen Maintenance Person
- Possess strength and endurance required to maintain supervision and stamina over the camping season.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified.