



Hartford County 4-H Camp, Inc.
Year Round Office: PO Box 444 Enfield, CT 06083
Summer Address: 247 South Road, Marlborough, CT
www.hartfordcounty4hcamp.org

JOB DESCRIPTION

Position: Kitchen Maintenance Person

Responsible to: Chef, Camp Director

Summary: To assist the chef in kitchen related duties, salad bar preparation, food storage, washing and sanitizing of pots and pans, and preparing and serving all meals in compliance with CTDPH/Chatham Health Code standards and regulations as well as those set forth by Hartford County 4H Camp Inc.

Qualifications:

- Experience working collaboratively as a team, preferably in a kitchen setting or food service related
- Ideal candidate must be 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 must have good organizational and communication skills, as well as be able to take direction and work cooperatively in a team of 3 or 4 kitchen staff.
- 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.
- Must have a willingness to learn from and make use of all camp training when available.
- CPR and/or First Aid certification beneficial but not mandatory

General Responsibilities:

- Assist the Head Chef and Assistant Chef in preparing all meals, serving and cleanup each day during the camp season.
- Assist with salad bar upkeep, preparation and storage before and after every meal
- General maintenance and cleaning of kitchen appliances, pots, pans and utensils daily.
- Maintain snacks station and milk cooler in dining hall area for “self service” times
- Work with dish person to sanitize and sterilize all kitchen equipment after each meal
- 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.
- If needed, work with Chef and Director and Nurse on duty, to accommodate campers, counselors and staff with dietary restrictions or food allergies
- Arrive at the kitchen on time and with a clean and neat appearance.
- Follow, model and enforce all camp rules, policies and procedures.
- Be a positive role model for campers, counselors and staff
- Assist Chef in monitoring all refrigeration and dishwashing devices daily for proper temperatures – work with Caretaker if problems.

- 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.
- Demonstrate sensitivity to the needs of campers, counselors, staff and visitors throughout the camping season. Providing great customer service at all times.
- Demonstrate enthusiasm, sense of humor, patience, self-control, and ability to adapt well to changing situations.
- Accept and follow directions both in verbal and written form.
- Assist in closing down the kitchen at the completion of the season.
- Discuss with Chef, any maintenance or facility concerns as they arise that do not require immediate attention by the Caretaker.
- 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:

- Demonstrates the ability to operate industrial kitchen equipment under the supervision of the Head or Assistant Chef
- Assist in emergency situations
- Lift 50 pounds from floor to table with help from the Head or Assistant Chef
- Maintain strength and endurance necessary over the course of the working day as well as the summer 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.