

Camp Fire Inland Northwest Job Description

The purpose of this form is to detail the specific job requirements drawn from the related Job Class Specifications. Other Information specific or unique to this position are outlined herein.



Position Title: Kitchen Assistant

Primary Position Location: Camp Sweyolakan, Coeur d'Alene, ID

Responsible to: Head Cook

Salary: \$56.65 per day

Special Notes Regarding Employment: Salary includes room and board, and free use of laundry facilities (including laundry detergent). Additional Pay Opportunities available if signed up for extra events.

GENERAL REQUIREMENTS OF ALL STAFF

- Current CPR, First Aid, and AED certifications.
- Visual, physical, and auditory ability to identify and respond to environmental and other hazards related to the camp setting.
- Abide by health and safety rules to ensure well-being of campers and staff at all times.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Ability to observe and evaluate camper behavior; enforce safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
- Prepare the necessary reports, inventories, and records as assigned.
- Plan for and carry out the care and maintenance of the equipment and facilities assigned.
- Know the basic facts about the program of Camp Fire.
- Display a willingness to accept a reasonable share of camp responsibilities, and other duties as assigned.
- Prepare for and participate in the meetings and conferences of the staff.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Bring complaints or problems directly to Assistant Camp Director or Camp Director.
- Abide by established procedures and policies covered during staff training, in Camp Staff Practices and Guidelines, and Code of Conduct.
- Successfully pass a state, local and federal background check. Successfully pass a search in the U.S. Department of Justice National Sex Offender public database.
- Willingness to work at alternate camp locations; state and camp applicable wages apply.

MINIMUM QUALIFICATIONS

- Ability to work well with others; be a good role model and mentor.
- Ability to secure an Idaho Safe Food Handling Permit or ServSafe certification.
- Good character, cleanliness, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- Desire and ability to work with children outdoors.
- Ability to accept guidance and supervision.

SPECIFIC JOB RESPONSIBILITIES

- Assist Food Service Director in the preparation of three meals and one snack daily.
- Set out food for Hoppers before meals and help put food away after meals.
- Help ensure kitchen meets all standards and codes regarding cleanliness, safety, and sanitation.
- Adapt to camp resources, conditions and program.
- Participate in all meetings of the kitchen staff.
- Carry out cleaning responsibilities.
- Responsibly carry out bus and boat duty, as needed.

CAMP FIRE INLAND NORTHWEST

1014 N. Pines Rd., Ste. 110, Spokane Valley, WA 99206 org • Telephone: 509 747 6191 or 800 386 2324
E-mail: campfire@campfireinc.org • Website: www.campfireinc.org

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- Plan, participate in, and evaluate the program designed for individual campers, small groups, and unit groups, and all-camp activities that will follow the Camp Fire philosophy of camping and the objectives of Camp Sweyolakan.
- Temporarily fill other positions in camp and assist with camper supervision in assigned unit when not focused on primary duties.
- Other duties as assigned by the Food Service Director.

ESSENTIAL FUNCTIONS

- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Ability to lift/unload/move food supplies of at least 50 lbs.
- Ability to use kitchen equipment safely.
- Ability to operate or monitor dishwasher while maintaining appropriate temperature.
- Ability to determine cleanliness of dishes, food contact surfaces, and kitchen areas.
- Ability to properly assess condition of food and store properly.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers.
- Ability to help train staff in the proper way to handle food, menu planning, and use of equipment, as needed.
- Possess the strength and endurance required to maintain constant supervision of campers.
- Must hold a Food Handler Permit valid in the State of Idaho.

Camp Fire Inland Northwest is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Camp Fire Inland Northwest makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Appointment/Employment is at will. Camp Fire Inland Northwest Council is free to determine that continued appointment/employment of any staff member is not in its best interest and is free to discharge that staff member, with or without cause.

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