

POSITION TITLE: KITCHEN ASSISTANT

Reports to: Voyageur Branch Director; Food Service Manager

General Responsibility: To oversee meals when Food Service Manager is off site.

Qualifications:

- Emotional maturity
- Good moral character
- Ability to relate well to children, youth and adults
- A team player who will support other staff and subscribe to the mission of Boys & Girls Clubs-Twin Cities

Specific Responsibilities:

- Prepare meals when the Manager of Food Service is off site
- Do the food prep for each meal
- Manage the serving line during mealtimes
- Clean dishes after each meal
- Make sure next meal's items have been pulled for preparation
- Set up and take down tables and chairs in the dining room between camp groups as needed
- Mopping and general cleaning of the kitchen and dining room as needed.
- Perform other duties/tasks as assigned
- Enforce all health standards and regulations established by the Department of Health plus those deemed necessary by the Camp Branch Director

Essential Functions:

- Ability to operate gas, electrical, and mechanical equipment in the food service area
- Visual ability to determine the cleanliness of the entire kitchen and dining room area, and ability to supervise corrective action as needed
- Physical strength to lift heavy pots and pans and to move food and supplies
- Provide supervision to kitchen/dining room staff