

Position Title: Volunteer Kitchen Assistant
Reports to: Food Service Director
Classification: Volunteer

Position Summary

To further the mission of Girl Scouts Western Oklahoma through the development and management of program, human resources, and strategic operations for the resident camp program. This position works with the Food Service Director to provide healthy, wholesome meals for all participants and staff throughout their volunteer time. This position supports many different Kitchen related tasks, such as preparing food items, serving meals, keeping the Kitchen and Dining Hall organized and sanitary, and more as designated by the Food Services Director and/or the Camp Director.

Position Responsibilities

- Assist the daily operations of the camp food and dining services.
- Assist with the preparation of nutritionally balanced camp meals, snacks, and pack-out food for a variety of dietary needs including, but not limited to, nut allergies, gluten allergies, lactose allergy, vegetarian, vegan, and Kosher.
- Set up food bars, supplies and utensils for Dining Hall distribution.
- Store food and leftovers at proper temperatures.
- Assist in routine sanitation of the Kitchen and related equipment.
- Clean and maintain all food-preparation and storage areas.
- Assist in the preparation and packaging of food for use outside the Dining Hall.
- Ensure the service of camp meals on time, and ensuring the safe and efficient preparation of these meals by using state and federally mandated safety measures (cooking temps.).
- Assist with inventory of food, and overseeing that deliveries from food vendor are quality and that we get the quantity the organization is getting billed for.
- Assist in the care of the physical Kitchen and storage facilities and equipment in all these areas.
 - Perform daily checks of all equipment including but not limited to the refrigerators, freezers, ovens, stoves, dishwashers, and storage areas.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
- Actively participate and uphold the camps' risk management program.
- Be a role model to campers and staff in your conversations, attitude and behavior.
 - At all times, demonstrate cooperative behavior with colleagues and supervisors.
 - Follow and uphold all safety and security rules and procedures.
 - Work well both independently and as a contributing member of a team.
- Work well under pressure, meeting multiple and sometimes competing deadlines.

Required Abilities and Physical Demands

- The ability to listen objectively to others, and communicate well in verbal and written English.
 - Strong interpersonal skills and the mindset of a team player.
- The ability to read text and information, and comprehend instructions and manuals.
 - Strong oral and written communication skills in the English language.

- The ability to enforce appropriate safety regulations and emergency procedures.
- Organized and detail oriented with a proven ability to multi-task and meet strict deadlines.
 - Self-starter, capable of adapting to any work environment.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp and commercial kitchen environment.
- Physical ability to stand or sit for long periods of time, ability to measure, pick up, stir and otherwise manipulate food items and equipment while preparing and serving the meals.
- Must be able to frequently lift and carry items weighing up to 50lbs.
- Must be able to/be willing to handle and cook all kinds of meals that include meat, vegetables, fruits, grains, nuts, etc.
- Physical ability to respond appropriately to situations requiring First Aid. Must be able to assist adults and children in an emergency (fire, evacuation, illness, injury, etc.) and possess strength and endurance required to maintain constant supervision of participants.
- Physical ability to move about the camp property, both on and off trail, in a variety of environmental conditions without assistance.
- **All other duties as assigned or necessary to support the camp as a whole.**

Skills and Qualifications

Education:

- On track to be a High School graduate or its' equivalent is required.

Qualifications: Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must also fulfill the following:

- Must be at least 18 years of age.
- Ability to live on site during volunteer timeframe with limited time off.
- Experience in a commercial kitchen is preferred.

Certificates, Licenses and Registrations:

- Current Food Handlers card, or willingness to obtain one prior to arrival at the site.
- Current certifications in First Aid, CPR, AED or must be willing to obtain during staff training.
- Must carry and show proof of 100/300/100 liability coverage on any personal vehicle if is to be driven and/or parked on site.

Additional Job Requirements:

- Must become a registered member of the Girl Scouts.
- Clearance of a background check and drug screen.
- Ability to work independently, effectively manage time to make deadlines and to solve problems using excellent judgment and decision-making skills.
- Willingness to participate in all camp activities enthusiastically, providing support and guidance to those assigned as leaders.
- Access to reliable transportation.

Other physical requirements that may be required for this position include standing, bending, stooping, stretching, and moving objects weighing up to 50lbs. Must be able to work in all weather conditions including but not limited to sun exposure, heat, rain, fog, etc. Requires hand-eye coordination and manual dexterity to manipulate food and cooking equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.

Work Environment

The volunteer will work in the kitchen for the majority of each day and will live on site at Camp E-Ko-Wah in Marlow, Oklahoma. The volunteer will live and work in close quarters with camp staff. The noise level in the work environment varies from moderate to loud; hectic situations can occur due to working with children of all ages. Exposure to outdoor weather and wildlife are also expected.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

This is an un-paid volunteer position with the possibility of a discount for 1 camper of appropriate age and gender to attend a session of camp.

To apply, please fill out the Camp Volunteer Application at <https://forms.gle/AkWEqw6fAQM29shZ6>. The form must be filled out in its' entirety. Please DO NOT email your resume to us, as we only interview candidates whose application we have reviewed. **Girl Scouts Western Oklahoma is an equal opportunity employer.**

<https://camp.gswestok.org/work-at-camp/>