

STAFF JOB PROFILE

JOB TITLE: Kitchen/Dining Hall Staff

JOB SUMMARY:

1. Assist the Food Service Manager and other kitchen staff in preparing food for crews, staff and guests.
2. Assist in the daily maintenance and cleaning of the kitchen and dining hall facility to provide a clean and efficient kitchen operation.
3. Assist with preparing food, serving food and dish washing.
4. Assist with maintaining an accurate inventory of food items as requested.
5. Assist in maintaining the cleanliness and order of the Sandy Bridges Program Center (SBPC).

PRINCIPAL RESPONSIBILITIES:

1. Assist with setting tables, preparing and serving food, washing dishes and cleaning of the entire dining hall facility.
2. Help prepare food inventories for food orders as requested by the Food Service Manager.
3. Perform spot-checks of all dishes washed to insure **spotless** results.
4. Help keep the food preparation and food storage areas clean and neat. Proper sanitation techniques in the kitchen must be adhered to at all times.
5. Properly dispose of garbage and recycling.
6. Complete all tasks on daily checklist.
7. Learn and follow safety procedures when using mechanical or electrical kitchen equipment.
8. Perform kitchen responsibilities in accordance with BSA and governmental policies, regulations and standards.
9. Inform the Food Service Manager of concerns with equipment, personnel or food.
10. Perform other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments and other projects as needed.

QUALIFICATIONS

1. Successfully complete staff training.
2. Register as a member of the Boy Scouts of America, Scouts Canada or the International Camp Staff program.
3. Be punctual, honest and dependable.
4. Ability to work with other staff members.
5. Provide a complete BSA Health and Medical Record.

POSITION REPORTS TO: Food Service Manager_____
Signature_____
Print name_____
Date