

STAFF JOB PROFILE

JOB TITLE: OKPIK Kitchen Staff

JOB SUMMARY:

1. Assist in the overall operation of the Sandy Bridges Program Center including Food Services, Retail Store Services and Custodial tasks.
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. Keep Food Service, Trading Post areas, and SBPC building neat and orderly so it is appealing to customers and staff.
2. Assist in serving all customers and staff on time meals that meet Food Service Standards in a prompt manner that includes a smile; be courteous, kind and respectful.
3. 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. Properly dispose of garbage and recycling.
4. Complete all tasks on daily checklist.
5. Inform the Food Service Manager of concerns with equipment, personnel or food.
6. Perform kitchen responsibilities in accordance with BSA and governmental policies, regulations and standards.
7. Performing 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. Successful completion of OKPIK Base staff training.
2. Ability to understand direction and work with supervision.
3. Ability to use computer and CAP Point-of-Sale software.
4. Must be punctual, honest and dependable.
5. Register as a member of the Boy Scouts of America.
6. Provide a complete BSA Health and Medical Record.

POSITION REPORTS TO: Trading Post/Food Service Manager

Signature

Print Name

Date