

Kitchen Counselor in Training - Job Description

Job Title: Kitchen Counselor in Training
Department: Food Services
Reports to: Director of Dining Facilities, Camp Director and Assistant Camp Director
Revised: February, 2023

Position Summary

Assists with the function of kitchen cleanup, food preparation, and serving meals. In addition, on a limited basis will assist with camp activities to ensure a safe, age appropriate and empowering experience is offered in a medically and emotionally safe environment for children that have been diagnosed with a life-threatening illness.

Duties and Responsibilities

- To assist with food preparation and serving meals when instructed by the Director of Dining Facilities or cook on duty
- To ensure cleanup is performed in compliance with Health Department regulations
- To ensure the dining room is kept clean and tidy, including tables, drink stations, milk box, and toaster bar
- To assist with the cleaning and maintenance of all commercial kitchen equipment
- To perform cleanup of all cookware and food preparation utensils
- To store cleaned items in proper location
- To inspect kitchens, workrooms, and equipment for cleanliness and order
- To take inventories of dinnerware, eating utensils, and serving utensils
- To report shortages and requisitions replacement of equipment from Director of Dining Facilities
- To perform various camp counselor duties, as assigned, under the direction of the Camp Director or Assistant Camp Director
- Report any staff or camper behavior that poses a potentially negative impact on the well-being of other campers, staff or the camp community
- Adhere to and implement the policies and procedures of The Center for Courageous Kids
- Participate in all aspects of camp including but not limited to staff training, volunteer orientation, and staff meetings
- Assist campers and co-counselors to maintain a clean and neat environment in both program and living areas
- Do a thorough cleanup of lodges at the end of each session and at the end of the season before leaving camp
- Attend to personal care needs of campers, including some changing, showering and transferring as needed
- Instruct campers in emergency procedures such as fire and severe weather drills
- Supervise and assist campers in all aspects of daily camp life

- Assist campers in cabin clean up, hygiene routines, evening routines, and prompt attendance to all camp functions
- Treat all campers in a manner that shows respect to their dignity and individuality
- Live in the lodge with campers serving as a leader and role model
- Guide campers through the weekly schedule, assisting them in an experience that is safe, uplifting and empowering
- All other duties as assigned

Physical Elements

- Lifting and carrying 50 pounds
- Frequent bending and reaching
- Standing for long periods of time
- Providing direct care for campers as needed, including but not limited to assistance with toileting, showering, eating, positioning in wheelchairs and beds, etc.
- Assisting staff in transferring campers weighing as much as 250 pounds
- Navigating various terrains on camp such as concrete, grass fields and dirt trails

Equipment Used

- Commercial kitchen equipment
- Golf carts
- Hoyer lifts and other adaptive devices including but not limited to power wheelchairs

Working Conditions

- Working in outdoor and indoor environments – indoor work includes heat from kitchen equipment and cold from walk in refrigerator and freezer
- Some noisy conditions
- Cold and warm weather environments
- Inclement weather
- Will share a living accommodation with as many as five people

Minimum Qualifications

- Ability to work hard, follow directions, and be self-motivated with good cleaning habits
- Must be able to work weekends and holidays
- Ability to read and write in English
- Be able to use cleaning equipment and tools
- Physical strength to lift, load and unload up to 50 pounds, ability to sweep, mop, and complete general cleaning
- Stamina to stand and work for extended periods of time
- Must be at least 18 years old.

- Must be able to physically and mentally assist in the care of eight campers during the entire session, navigating the camp schedule and any required adjustments
- Must be able to accept supervision and guidance
- Must be able to function in a team atmosphere
- Must be able to gauge and recognize camper behavior that may be harmful to camper or others and utilize appropriate behavior techniques as needed
- Must be able to recognize potential safety hazards and enforce appropriate safety regulations and emergency procedures