



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP JORN YMCA-PROGRAM ASSISTANT

Job Title: **KITCHEN MANAGER**

FLSA Status: Exempt

Status: Seasonal

Reports to: Camp Operations Director

Department: Summer Camp

Revision Date: 10/10/2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides leadership to ensure the cleanliness, order and morale of the Kitchen and Kitchen Staff, including food preparation and post-meal cleanup.

ESSENTIAL FUNCTIONS:

1. Ensure that the kitchen and dining hall is tidy and operational.
2. Work in efficient partnership with the Head Chef and/or Food Service Director.
3. Work with the Food Service Director and Assistant Cook to prepare daily meals, following all ServSafe protocols.
4. Encourage positive morale among kitchen staff. Provide guidance and support as needed.
5. Take direction from the Food Service Director or Chefs.
6. Assist in receiving food orders, putting away and organizing the cooler/freezer and dry storage.
7. Help with window service to campers and staff at meal times.
8. Wash utensils, dishes, pots, pans, sheet pans, and anything used for cooking and store appropriately.
9. Sorting, storing and distributing ingredients.
10. Perform washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare salads and desserts.
11. Setting up and breaking down of Salad Bar and Breakfast Bar.
12. Disposing of waste and refilling trash can liners.
13. Organizing kitchen linen laundry as needed.
14. Cleaning the food preparation equipment, floors and other kitchen tools or areas.
15. Assist in the general cleaning and maintenance of the Dining Hall, foyer and bathrooms.
16. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jorn YMCA.
17. Other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships with staff.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships.

QUALIFICATIONS:

1. Current certifications in CPR/First Aid/AED preferred.
2. At least 18 years of age.
3. Training or experience working in a custodial or maintenance position.
4. High standard for cleanliness, timeliness & organization.
5. Ability to build relationships with campers and staff.
6. Positive attitude toward cleaning and maintenance tasks.
7. Team player, communicates and works well with others.
8. Ability to build relationships with campers, parents and staff.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift equipment up to 50 pounds.
- Ability to follow all safety standards around equipment and food prep.
- Ability to stand for extended periods of time.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____