



Bryant Pond 4H Camp and Learning Center

JOB TITLE: Food Service Kitchen Assistant

COMPANY: The University of Maine 4-H Camp and Learning Center at Bryant Pond

COMPANY URL: www.extension.umaine.edu/bryantpond

FIELD: Food Service

The University of Maine Bryant Pond 4-H Camp and Learning Center is located in beautiful Western Maine near the town of Bethel. We offer year-round residential environmental education programs, challenge course and leadership programs, school outreach programs, specialty weekend retreats, and summer camp.

This person works under direct supervision of the Lead Cook and is provided with general goals and objectives based on the seasons and programs being delivered.

Responsibilities:

- Opening and closing of facilities for different seasons.
- Assists the kitchen staff in all areas of food preparation.
- Setting-up and tearing down of serving venues and/or special functions.
- Enforcing safety and sanitation regulations.
- Help in ordering supplies and equipment within established limits.
- Maintain current knowledge of health and safety laws and practices
- Ability to take direction and maintain effective working relationships with staff from diverse cultures and all organizational levels.
- Confirm, accept, unload, store and inventory deliveries of food, supplies, and equipment.
- Cleans and sanitizes kitchen equipment, including pots, pans and utensils, throughout the course of their shift.
- Responsible for cleaning and storing of dishes after each meal.
- Performs a variety of basic maintenance duties including stocking inventory, sweeping & mopping dining room, cleaning and sanitizing tables and benches, laundering uniforms and removing trash.
- Be a role model to campers and staff in your attitude and behavior
- Set a good example to campers and others in regard to general camp procedures and practices including sanitation, language, and schedule.
- Be responsible and a team player, if you see something that needs attention, take care of it.

Essential Job Functions:

1. Assist with the daily operations of the camp food and dining service including helping to coordinate the activities between the kitchen and the program areas.

- Help fulfill the daily operations of the camp food and dining service.

- Help in the preparation of nutritionally balanced camp meals, snacks, and food requests for specialty functions.
- Ensure safe and efficient preparation and serving of camp meals.
- Help incorporate produce from the camp garden as well as local farms into the salad bar and meals.
- With the assistance of the Lead Cook, help maintain all kitchen and dining hall procedures for staff and campers.
- Keep the food preparation dishes washed and stay ahead of dish washing in general.

2. Assist in the inventory and ordering of food, equipment, and supplies and help in the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.

- Assist in the opening and closing of the camp kitchen in the spring and fall.
- Help maintain inventory of food and supplies.
- Maintain high standards of cleanliness, sanitation, and safety.
- Clean and maintain all food-service areas, including kitchen, storage areas, and kitchen recycling, compost and trash areas.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.

Equipment Used:

Slicer, Hobart Mixer, Grill, Propane Stove, Dishwasher, Washing Machine, Food Processor, Coffee Pots, Salad Bar

Job Location:

Bryant Pond 4-H Camp and Learning Center is located in Bryant Pond, Maine and is a short drive to the beautiful White Mountain National Forest and the Rangeley Lakes area. The local area provides many opportunities for outdoor enthusiasts including rock climbing, backpacking, canoeing and a large winter ski industry. Portland, Maine's largest city is only an hour's drive with live music, good food, and shopping.