



## JOB DESCRIPTION | **Kitchen Prep and Server Crew**

### **JOB SUMMARY**

The kitchen prep and serve crew employee will provide exemplary service in the preparation and service of food to guests of Camp Akita.

### **JOB DETAILS**

- Part-time employment
- FLSA Exempt position
- Reports to Food Services Supervisor

### **SPECIFIC RESPONSIBILITIES**

- Clean and sanitize food prep and serve areas, equipment, utensils, dishes and silverware following approved procedures
- Store food in approved storage containers.
- Prepare foods in accordance to food service supervisor's instructions following approved procedures
- Prepare and handle food following guidelines established by federal, state and local guidelines
- Inform supervisors when supplies are getting low or equipment is not working properly
- Assist with various tasks as needed
- Receive and store food supplies, equipment and utensils following approved procedures
- Remove trash and clean kitchen garbage containers
- Assist in maintaining clean and sanitary facilities
- Accommodate guests in a courteous and polite manner

### **MINIMUM REQUIREMENTS**

- High school diploma or equivalent
- Must be at least 14 years of age and eligible to receive a work permit from your school
- Ability to lift up to 25 lbs
- Ability to operate equipment associated with essential functions as listed above

### **CORE RESPONSIBILITIES**

- *Organization:* Ability to develop, communicate and implement goals
- *Communication:* Ability to effectively communicate with guests and employees; demonstration of concern for satisfying customers
- *Planning:* Ability to set objectives and goals; follow schedules; measures performance against goals; evaluates results

#### **TO APPLY OR FOR MORE INFORMATION:**

For additional information, contact Danita Young, Camp Akita Site and Facilities Director, [danita@campakita.org](mailto:danita@campakita.org) or 470 385.3827 ext 221

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