

TRAIL BLAZERS
250 W 57th Street, Rm 1132
New York, NY 10019
212-529-5113

POSITION: Kitchen Assistant

RESPONSIBLE TO: Head Cook/Assistant Cook

GENERAL RESPONSIBILITIES: To assist the Cook(s) in providing a quality and safe food service operation, supportive of the decentralized philosophy of Trail Blazers. The Kitchen Assistant is also expected to carry out the “General Responsibilities for all Trail Blazers Staff Members.”

SPECIFIC RESPONSIBILITIES:

1. Assist with the preparation and serving of appetizing meals on time and in accordance with the established and approved (by a nutritionist) menus, as assigned by the Head Cook.
2. Maintain local, state and American Camping Association health regulations regarding the food service operation.
3. Assist in clean-up chores as needed, including – washing and storing all dishes, pots and pans; sweeping and mopping the floor; cleansing sinks, serving surfaces and preparation tables; taking out garbage, maintaining a clean recycling shed; and maintaining clean dry food storage areas and walk-ins; cleaning stove and ovens.
4. Perform as a contributing, cooperative member of the kitchen staff team.
5. Cooperate with Nutritionist in promoting the nutritional well being of each child and staff member.
6. Follow guidelines set forth by the Summer Food Service Program and maintain records as required.
7. Maintain a high standard of safety and sanitation in the kitchen, store and surrounding areas.
8. Assist in the keeping of running inventory of food, sanitary items and a current list of needed items to be purchased.
9. Assist in stocking and cleaning all food and supply storage areas (i.e. basement, freezers, walk-in, etc.).

10. Maintain clean and tidy living quarters.

11. Assist in harvesting of garden.

12. Complete all other jobs as mutually agreed upon with supervisor.

QUALIFICATIONS:

- High School graduate or equivalent.
- Experience/comfort in a residential camp setting.
- Food service experience.
- Certification in standard First Aid and CPR (adult and child).