

# Lutherhaven Ministries

## *Kitchen Support Staff*



**Job Title:** Kitchen Support Staff  
**Classification:** Seasonal Exempt from Overtime  
**Reports to:** Food Service Manager and Summer Program Director

### Position Purpose:

To assist the Food Service Manager and Assistant Cook(s) in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area. Assist the program of Lutherhaven ministries in the carrying out of the day-to-day program activities.

### Essential Job Functions:

1. Assist in the daily operations of the camp food service.
  - Assist in the preparation of food as the menu indicates including washing and peeling.
  - Set up food, supplies, and utensils for dining hall distribution.
  - Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
  - Clean and maintain all food-preparation and storage areas.
  - Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures.
  - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
3. Assist in the preparation and packaging of food for use outside the camp dining hall.
  - Work with cooks and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
  - Prepare and store pack out food according to camp and health code procedures.
  - Advise staff on equipment or preparation materials needed for identified menu choices.

### Other Job Duties:

Kitchen support staff also assist in programmatic areas of camp. They lead activities such as archery, nature hikes, ballfield games, crafts, sports, etc. Kitchen support staff are responsible for daily cleaning assignments and other duties as assigned.

Kitchen support staff serve 3 weekends during the summer as scheduled with the Summer Program Director.

### Relationships:

Kitchen Support Staff have regular and varied communication with other staff, guests and volunteers. Kitchen Support Staff can find themselves under the leadership and direction of various Lutherhaven Ministries Full Time Staff, Program Directors, the Food Service Manager, Assistant Cooks, and Area Specialist. While serving in each of these camp areas, Kitchen Support Staff will respect the direction, guidance, and assignments given from each area supervisor. Kitchen Support Staff often have direct relationships with the counseling staff and may actually serve as a counselor with a camper group at times.

### Equipment Used:

Equipment that is utilized in the kitchen by this position includes: knives, professional dishwasher, meat cutter, industrial gas stove and oven, can opener, and other items typically found in an industrial kitchen.

Qualifications: *(Minimum Education and Experience)*

- Affirm Lutheran Christian values and strongly support the goals of Lutherhaven Ministries.
- Desire to work in the food service area.
- Knowledge of food preparation and serving, storage of food and dishwashing procedures is preferred.
- Must be able to adhere to child labor laws.
- Must complete a voluntary disclosure statement, submit to criminal background checks, provide personal references, and agree to abide by all Lutherhaven Ministries policies.

Physical Aspects of the Job:

- Ability to lift and carry up to 50 pounds including unloading food, carry trays of dishes, lifting supplies and equipment as needed.
- Visual ability to identify and respond to environmental hazards.
- Physical ability to operate kitchen equipment according to safe recommended methods.
- Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more). Some bending, stooping, walking up to ¼ to ½ mile or more up or down hill, hiking, climbing, running and stretching.
- Determine cleanliness of dishes, food surfaces, and kitchen area.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available. With daily exposure to the sun, rain, varying water conditions and air temperatures from below freezing to above 100 degrees and exposure to animals such as bugs, snakes, bats, deer, etc.