



## **Kitchen Assistant**

**Outdoor Journeys – Camp Nawakwa**

**Seasonal-Room & Board Provided**

**4650 Jenks Lake Road East, Angelus Oaks CA 92305**

Outdoor Journeys is a non-profit youth development organization, which operates a resident camp, Camp Nawakwa, near Angelus Oaks, California. The mission of Outdoor Journeys is to inspire individuals, through engagement and education, to connect with the natural world. Outdoor Journeys is looking for motivated individuals with a passion for working with youth and for food service to serve as Kitchen Assistant at Camp Nawakwa.

### **The Position**

The Kitchen Assistant shall support the mission of Outdoor Journeys in the delivery of the camp experience at Camp Nawakwa. The Kitchen Assistant will demonstrate basic food preparation skills, adhere to high standards of cleanliness and maintain a can-do attitude. Working under the direct supervision of the Head Cook, Assistant Head Cook and Lead Cooks, the Kitchen Assistant will assist in the preparation, serving and clean-up of all camp meals. The Kitchen Assistant will live on site during the delivery of programming.

The Candidate shall understand that he/she is an employee of Outdoor Journeys and shall conduct himself/herself as an ambassador of the organization.

### **The key duties of the Kitchen Assistant will be:**

- Attend staff training and attend all staff meetings.
- Live on-site while camp is in session and be on call to respond to group needs.
- Clean dishes, equipment and facilities with a strong work ethic and in demanding situations.
- Go on shopping runs with other kitchen personnel in camp vehicles.
- To use math skills for scaling recipes, measuring, weighing, time and temperature conversions, estimating and controlling portions, and tracking food used, consumed and wasted.
- To demonstrate proper use and maintenance of knives, slicers, processor and other hand implements.
- To maintain high standards of personal hygiene, grooming of hair, hands and fingernails, clean and appropriate clothing, shoes, hats, aprons and gloves, and a willingness to conform to strict dress codes and uniforms.
- Understand and work to provide quality dietary requirement options as needed for campers, staff and rental groups. This includes Vegetarian, Vegan, Gluten-Free, Lactose Intolerant, various food allergies, etc.
- To use and maintain commercial kitchen equipment.
- Communicate with campers, families and staff in a mature and professional manner at all times.
- Be a positive role model for campers.
- Be punctual and prepared for training and while on duty.
- To use visual and auditory senses to identify and respond to problems and hazards in the kitchen.
- Maintain a clean camp, kitchen, campsite, and cabin area, including full participation of camp clean up tasks on closing days or as needed.
- Work with Camp Maintenance & Facilities Director for facility needs (housekeeping and maintenance)
- Work with Camp Nawakwa rental groups
- To work hard and well under pressure.
- To lift and carry 30lbs.
- Report directly to the Head Cook, Assistant Head Cook and Lead Cooks.
- Other duties as assigned.

Community Office:  
1226 N Campus Ave  
Upland, CA 91786  
(909) 982-5400

Camp Nawakwa:  
4650 Jenks Lake Road East  
Angelus Oaks, CA 92305  
(909) 251-5020



**Qualifications:**

- At least 18 years of age.
- One year training or experience preferred in the preparation of food for large groups or the ability to demonstrate skills and knowledge obtained with such experience.
- A basic understanding of Food Safety and Sanitation practices and regulations.
- Current Food Handler’s Permit preferred
- Stamina to work long hours standing.
- Desire and ability to work with children and rental groups in the outdoors.
- MUST have a positive “can do” attitude, patience, enthusiasm, and integrity.
- Ability to manage multiple tasks and to be accountable.
- Ability to work with a wide-range of children and staff members.
- The ability to take initiative and work both as a team and independently.
- Current Red Cross First Aid & CPR preferred.
- Ability to pass background check & TB test.

**Compensation & Benefits:**

- Dynamic work environment
- Competitive Salary (Salary depending on experience)
- Professional development

**Key Dates:**

- Leadership Training – June 1<sup>st</sup> – 3<sup>rd</sup>
- Staff Training – June 6<sup>th</sup> – June 12<sup>th</sup>
- Summer Season – June 15<sup>th</sup> – August 1<sup>st</sup>

My signature below confirms my understanding of the position detailed above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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