



CYO Camp Rancho Framasa Position Description

I. IDENTIFYING INFORMATION

Position Title: **Food Service Assistant**

Status: Seasonal, Non-exempt, Hourly

Supervised by: Lead Cook & Food Service Manager

II. PRIMARY FUNCTIONS

The Food Service Assistant is responsible for assisting in the daily preparation of all meals and snacks, cleaning up after meals, and overall cleaning of the kitchen and dining hall.

III. POSITION CONTENT

A. Major Responsibilities and regular activities

1. Assist in all meal and snack prep and service.
2. Responsible for washing dishes used to prepare food, serve food and those used by staff and campers in consumption of food and or programming.
3. Assist in maintaining sanitary standards in the food service area.
4. Assist in the prep of off camp meals.
5. Assist with staff/participant requests for alternate meals and special event food requests.
6. Assist in receiving and storing deliveries and supplies.
7. Interact with campers and staff in an appropriate manner.
8. Assist with cleaning projects.
9. Assist in the maintenance of daily temperature records of refrigeration, freezer and dishwasher units.
10. Actively participate in staff training and meetings.
11. Demonstrate respect for individuals and property, responsibility and good judgment, decorum, politeness, neatness of dress and modesty.
12. Work to uphold the philosophies of the Archdiocese of Indianapolis, the Catholic Youth Organization and Camp Rancho Framasa by demonstrating a strong faith commitment.
13. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

IV. POSITION SPECIFICATIONS AND/OR REQUIREMENTS

A. Skills, knowledge and/or abilities

1. Ability to relate well to others.
2. Desire and ability to work in a camp setting, and be involved in the community.
3. Demonstrates a positive regard towards the food service business, an open mind, a willingness to learn, and a well-groomed appearance.

4. Although Camp Rancho Framasa has strong faith programming that is based in the Catholic Faith, staff do not have to be Catholic to work at camp. Camp is a faith filled place and staff should be comfortable working in a faith filled environment.

B. Education, training and/or experience

1. Experience in camp setting (as staff or camper) preferred but not required.
2. No specific experience is necessary; training is provided.
3. A desire to work in food service.

C. Working environment

1. Regular evenings and weekends as necessary.
2. This position requires some physical labor (i.e., lifting and carrying boxes of food items and supplies).
3. Work with an industrial sized electric dishwasher, steamer, floor mixer, tilt stove and other kitchen appliances.