

# Pinewoods Camp, Inc

## KITCHEN AIDE JOB DESCRIPTION

<b>Job Title:</b>	<b>Kitchen Aide</b>	<b>Date:</b>	<b>January 2025</b>
<b>Department:</b>	<b>Kitchen</b>	<b>Reports To:</b>	<b>Head of Kitchen</b>
<b>Classification:</b>	<b>Seasonal Full Time</b>	<b>Starting Pay:</b>	<b>\$15.50 - \$16.25/Hr</b>

### **Overview:**

Pinewoods Camp, in operation since 1925, is a traditional dance and music camp located in a beautiful 25-acre pine and beech forest between Long Pond and Round Pond in Plymouth, Massachusetts.

*Pinewoods Camp, Inc. (PCI) is a non-profit organization that preserves and operates Pinewoods Camp and its woodland environment for the use and benefit of traditional music, dance, and song communities.*

Each summer, Pinewoods feeds approximately 160 people, three meals a day, seven days a week, for just over ten weeks in a scratch kitchen.

### **Basic Function:**

The Kitchen Aide is responsible for assisting cooks with food preparation, set up, serving, and general kitchen chores.

### **Responsibilities** (may include but are not limited to):

1. Help open and close kitchen and dining hall in pre and post season.
2. Follow all Food, Health, and Safety Requirements as specified by the State of Massachusetts during their shift.
3. Assist in the preparation and serving of meals, breads, and desserts.
4. Set up and break down alternatives cart before and after each meal.
5. Ensure that alternatives cart and coffee/tea area is appropriately stocked throughout meal.
6. During meals, answer camper questions and facilitate clean up if needed.
7. Assist with daily and weekly kitchen cleaning tasks.
8. Launder all kitchen whites, towels, aprons, and rags.
9. Close kitchen at the end of the day, including sweeping and securing the kitchen.
10. Provide program providers with food requested for special events/parties as assigned by Head of Kitchen.
11. Attend crew meetings.
12. Occasionally work on dishwashing, pot washing, grounds, or other tasks if needed.
13. Abide by Pinewoods Camp, Inc. regulations and policies.
14. Be friendly to campers and responsive to user-group needs.
15. Carry out duties so as to protect camper safety and maintain the camp property.
16. Be able to do physical work (including lifting up to 50 pounds and standing for long periods of time)

### **Skills/Education/Training**

Time Management	Reliable and Organized	Punctual
Food Preparation	Professionalism	Food Safety

### **Experience**

Prior experience assisting preparing meals in a commercial kitchen or for large groups.

**Timeframe**

Candidate must be available to work end of May to early September

**Supervision**

Reports to the Head of Kitchen. Receives instructions for each meal or shift from either the Head of Kitchen or one of the cooks. The Head of Kitchen and/or the Executive Director may review your performance and discuss any matters pertaining to your work that you or the Head of Kitchen and/or Director feel should be addressed.

**Participation in Camp**

In general, the Crew is encouraged to participate in the evening dances and other social activities of the summer sessions, subject to the policies of the Program Provider running the session. Should attending a class conflict with your regularly scheduled work hours, you must arrange a schedule adjustment with your supervisor in advance. While we will make every effort to accommodate your wishes, we cannot guarantee that you will be able to attend the class of your choice.

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