



Our mission is to provide science-based, experiential learning in the outdoors while fostering respect for the natural environment and empowering people to act in its interest.

Job Title: **Kitchen Assistant/ Ecocamp**

Classification: Seasonal

Reports to: Kitchen Assistant reports to the Kitchen Manager and Outdoor Education Center Director.

Position Purpose:

To assist the Kitchen manager in preparing and serving nutritious meals and in maintaining the cleanliness and sanitation of the kitchen and dishwashing area.

Essential Job Functions:

1. 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.
2. 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.
3. Assist in other camp duties as available. This may include supervision of campers during dorm and recreation time, as well as participation in evening programs.
4. Other duties as assigned.

Qualifications:

- Applicants must be 18 years of age as of June 1st, 2016
- Applicants must submit a criminal background check
- Applicants must be able to commit to the full duration of the program, beginning with training on June 6th, 2016, and concluding with the end of camp on July 29th. No vacation time is provided, and staff work Monday through Friday each week.
- Applicants must be able to complete First Aid, CPR, and AED training (provided on-site)

Knowledge, Skills, and Abilities

- Desire to work in the food service area
- Knowledge of dishwashing and food safety procedures is preferred
- Ability 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).

Compensation

- Private room in one of three shared staff houses
- Meals provided during the camp week, with some weekend food available
- \$134 per week stipend, paid bi-weekly

How to Apply for Glen Helen Ecocamp

Please mail or email a completed application form (found below) and three professional or academic references to:

Assistant Director
Glen Helen Outdoor Education Center
1075 State Route 343
Yellow Springs, OH 45387

jshepherd@glenhelen.org

**Glen Helen
Outdoor Education Center**
1075 State Route 343
Yellow Springs, Ohio 45387
(937) 767-7648



Kitchen Assistant Summer Ecocamp Application

Name _____ Date _____

Current Address _____ e-mail _____
_____ Phone _____

Permanent Address _____ Phone _____

How long will you be at the current address? _____

How did you hear about this position? (please be specific) _____

Are you at least 18 years old? _____ Yes _____ No

Have you ever been convicted of a felony crime? _____ Yes _____ No

Education

High School/College	Major/Concentration	Years Attended	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please respond to the following questions thoughtfully and legibly on a separate piece of paper.

1. Describe your prior experience working in a kitchen. What are some specific kitchen skills you have?
2. What special skills, talents, or hobbies do you enjoy?
3. What is the main goal of effective food service in a camp setting?
4. Explain why you are a good candidate for the Kitchen Assistant position.

Past Employment/ Internship Experience

Please list in reverse chronological order starting with the present.

Employment/ Internship	Dates	Reason for leaving
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

References

An application is complete once we have contacted three of your references, which may be former employers, college instructors, or anyone that can speak to your character and abilities. Please do not include relatives.

Name	Position	Phone	Email
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

If we feel you would be a good candidate, we will contact you to arrange an interview.

By signing this waiver, I expressly authorize the Glen Helen Ecology Institute to make inquiry of my former employers, educational instructors, or references. This information will be kept confidential.

Applicant's Signature

Date

