

# West Central Camping Association

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## Position Title:

- Kitchen Help of West Central Camping Association

## Qualifications:

- Must be at least 15 years old.
- Must sign the 4-H Youth Behavioral Form.
- Complete a “Working with Minors” training video and quiz annually.
- Complete annual paperwork required for all staff that work within the 4-H Youth Development program.

## Time Required:

- Applicant will be required to assist the West Central Camping Association’s Camp throughout the duration of five separate group camps, including set-up and clean-up, with breakfast, lunch, and dinner. Hours to be established by the Head Cook.

## Location:

- Shakamak State Park, Jasonville, Indiana

## Purpose:

- The purpose of the Kitchen Help is to assist the Head Cook and the Assistant Head Cook with meal preparation and clean-up duties.

## Position Reports To:

- Head Cook of the West Central Camping Association

## Responsibilities:

- Provide meal set-up and clean-up for between 125-250 people per camp group.
- Assist with camp set up and clean up, including proper cleaning of all kitchen appliances, utensils, and facilities.
- Wash tables after meals with bleach water.
- Sweep and spot mop as needed after each meal.
- Completely mop (changing water frequently) 1 or 2 times during each camp group.
- Mop dish room and kitchen daily.
- Set cups on tables prior to lunch and supper for meals served indoors.
- Prepare and serve drinks as specified in the Purdue-approved Safety Plan. Adequate drinks should always be available to help in hydrating campers.
- Allowed to eat meals prior to start of serving meals.
- Receive dishwasher instructions from head cook on how to effectively and efficiently wash dishes, pots, pans, plates, trays, and silverware...
- Return dishes to proper storage area and locations.
- Assist with minor food preparation work with proper instruction given by the Head Cook, as needed.

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- Notify Head Cook of any equipment malfunction or issues that arise in completing daily tasks.
- Remove all trash to dumpster, spray and clean trashcans as needed.
- Follow all Federal, State, Purdue University, and local health and safety guidelines.
- Some duties may be reassigned and other duties may be assigned as required.

## 2021 Camp Schedule

|              |  |
|--------------|--|
| June 1       | Camp Set-up (Staff expected to be there)           |
| June 2 – 5   | Group 1: Clay, Sullivan, Vigo, Owen                |
| June 6 - 8   | Group 2: Benton, Jasper, Fountain, Warren          |
| June 9 – 11  | Group 3: Shelby, Hancock, Hamilton, Johnson        |
| June 12      | Day off  |
| June 13 – 16 | Group 4: Marion, Morgan, Parke, Putnam, Vermillion |
| June 16 – 18 | Group 5: Boone, Hendricks, Montgomery, Tipton      |
| June 18      | Camp Clean-Up (Staff expected to be there)         |

## Salary:

- \$550 plus room and board

## Application Due:

- Friday, May 21, 2021

## Contact Person:

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