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## Pathfinder Lodge Camp Vick

**Vick and Pathfinder Camp and Conference Ministries**  
PO Box 559  
Manlius, NY 13104

### **JOB DESCRIPTION**

**Position:** Kitchen Helper  
**Reports To:** Food Service Director  
**Classification:** Seasonal

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### **Job Summary**

The Kitchen Helper assists the Food Service Director with tasks including preparing and serving food, cleaning, and maintaining the kitchen.

### **Essential Duties and Responsibilities:**

- Complete all tasks assigned by the Food Service Director.
- Maintain the kitchen by adhering to an established cooking and cleaning schedule.
- Wash dishes, operating the commercial dishwasher.
- Some paperwork or recordkeeping may be required.
- Prepare food from established menus, accommodating special food needs such as dietary concerns, cookouts, banquets, snacks, and special events.
- Adhere to standards and regulations established by the NYS Department of Health and the NYS Summer Food Service Program.
- Help inventory food, supplies, and equipment.
- Perform meal counts for the NYS Summer Food Service Program.
- Comply with all health-related protocols and procedures as applicable.

### **Expectations:**

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Be of high moral and mature character.
- Enjoy serving others.
- Treat the entirety of the camp community with dignity and respect.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends and holidays as needed.
- Perform other assignments/duties as directed.

**Special Considerations:**

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- Housing and board are provided for the duration of the camping season, including staff training weeks.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the Food Service Director informed of all critical issues relating to his/her areas of responsibility.

**Qualifications:**

- A. Must be 16 years old, 18 preferred
- B. Camp experience preferred, but not required.
- C. Able to follow orders and instructions, including recipes.
- D. Ability to maintain the mission and vision of VPCCM.
- E. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- F. Demonstrate the ability to relate positively and energetically with staff, campers, and community organizations.
- G. Have the ability to work with people of all ages.
- H. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- I. Thrive in a team-oriented environment; be a team player.
- J. Ability to work in a fast-paced environment and maintain poise under pressure.
- K. Must maintain a valid driver's license.
- L. Ability to speak, write and understand English in a manner sufficient for effective communication with campers, staff, and leadership.
- M. Must live on-site during the camping season.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individual to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 50 pounds.  
Requires bending, squatting, walking, and hiking.  
Requires working in an outdoor environment at times.

**Travel:**

Limited travel is required

**Working Conditions:**

The work environment in the kitchen is fast-paced and can become hot and humid. Some of the work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

**VPCCM Mission Statement:**

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and Equipping them to grow spiritually and to minister to their world.

**VPCCM Vision Statement:**

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

**About VPCCM:**

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

**All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.**

**Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.**

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(Employee Signature)

(Date)

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(Supervisor, CEO)

(Date)

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