



Kitchen Counselors Job Description

There are 3 people hired for this team: Cook, Inventory and JC Leader. Each person will be hired with an area of responsibility but will serve in all areas.

COOK JOB DESCRIPTION:

- Full Time Employee
- Support Counselor Team
- Live in with the support staff team
- Will be responsible for the kitchen equipment
 - Cleaning the fryers
 - Working and cleaning the tilt table
 - Maintaining freezer and fridge temperatures
- Will be working with industrial kitchen equipment
- Will be responsible for the timing of cooking and preparing the meals
- Will give mentorship to high school aged girls
- Work with 6 to 7 high school age girls every week
- Will be responsible for cooking for the camp

INVENTORY JOB DESCRIPTION:

- Full Time Employee
- Support Counselor Team
- Will count and keep track inventory and assist in placing camp orders
 - Inventory includes food and non perishable items such as cutlery, plates, bowls, etc...
- Will meet the delivery trucks and mark off items that arrive and take note of the ones that don't item to last through the next meal service
- Will be responsible for how many items are used for each meal so that there is enough of that
- Will give mentorship to high school aged girls
- Work with 6 to 7 high school age girls every week

JC RECRUITER JOB DESCRIPTION:

- Full Time Employee
- Support Counselor Team
- Will attend all meeting with the recruitment team
- Will attend the JC Hangout after lunch (if possible)
- Will give mentorship to the Kitchen JC's under the guidance of the LC's
- Will be in charge of MEAL SERVICE
 - Organize the set up for meal service for every meal with respect to the meal being served
 - Organize and decide serving sizes for every food item
 - Delegate meal serving jobs to the JC's
- Will be responsible for a few tasks with respect to the cooking
 - Will run the ovens
 - Will oversee food prep
- Will be responsible for areas of cleaning after meal service
 - Organize JC cleaning jobs
 - Delegate the JC cleaning jobs



Kitchen Counselors Job Description

CLEANING AND SANITIZING RESPONSIBILITIES:

- Will be responsible for the cleaning and sanitizing of the kitchen, cafeteria area and appliances after every meal
- Will be responsible for maintaining Health Department Standards of clean
- Will be responsible for keeping the kitchen organized

ELIGIBILITY FOR ALL KITCHEN POSITIONS:

- Must be flexible
- Must be patient
- Must be energetic
- Must be organized
- Must be a fast worker
- Must be encouraging
- Must be able to delegate
- Must be a morning person
- Must be able to do basic math
- Must be a quick decision maker
- Must be able to follow instructions
- Must be good with time management
- Must have experience in Google Sheets
- Must have completed freshman year of college
- Must be able to work well others and compromise
- Must have worked in the Camp kitchen as a Junior Counselor
- Must not have injuries that prohibit you from standing for long periods of times
- Must be willing and able to carry heavy pots and trays to and from the stove and oven
- Must be willing to work behind the scenes and maintaining a schedule that differs from everyone else on staff

EXPECTATIONS:

- Must be able to submit to and work for authority that is close in age
- Must be respectful of the other staff members, administration, campers, and facilities
- The Junior Counselor will not be allowed to divulge any personal camper information, such as name, address, email or phone number, to any persons outside of Brookhill Ranch
- Must conduct him or herself in a manner that is in accordance with the standards set forth by Brookhill Ranch