



Camp Encore/Coda  
**Dishwasher/Kitchen Assistant Job Description**

**Desired Qualifications**

- Enthusiasm, sense of humor, patience and self-control
- Experience working in cleaning services, especially in the food industry
- Strong organizational skills
- Willingness to work as part of a team and ability to work independently
- Flexibility
- Ability to interact with all age levels
- Food handling certificate preferred

**Responsible to**

- Chef Manager, Cook
- Directors and Assistant Directors

**General Responsibility**

- To be primarily concerned with the health, safety and general welfare of the campers.
- To assist Chef Manager in all areas of the dining hall
- To set-up, clean, wash dishes, and do whatever else is necessary so that good tasting and nutritious meals are served on time in a clean and organized environment.

**Specific Responsibilities**

- Maintain a sanitary and safe environment for food handling, storage and serving in compliance with all state of Maine regulations
- Assist with Food Preparation
- Set up, maintain, and clean the dining hall including: sweeping and mopping of floors, washing and stocking tables, cleaning of equipment and work areas
- Be familiar with and follow Camp Encore/Coda rules and regulations
- Stock salad and deli bars throughout the meal
- Maintain an orderly and clean prep area applying safe food handling practices
- Assist in serving of meals.
- Clean up after meal preparation, including all pots, pans, and serving dishes.

- Keep floor clean—sweeping and mopping after each meal or as directed by cook.
- Re-stock each table after each meal with salt, pepper, napkins and whatever else is standard on the table.
- Check each table before each meal to make sure they are properly stocked
- Help unload and store supplies.
- Help move supplies around the kitchen.
- Assist in any area of kitchen or dining hall as requested by the cooks.
- Clean dishwasher area after every meal, maintain a clean dishwashing area during meal
- Wipe off dishwasher and keep surrounding area dry and clean
- Wipe stainless steel countertops
- Store all dish racks under counter
- Take out trash to trailer
- Empty slop buckets
- Clean garbage out of sinks and under rinse sink rack
- Keep area under counters clean
- Keep rolling carts clean
- Empty drain basket on dishwasher
- Sweep and mop kitchen after evening meal every day and after other meals when necessary
- Empty all wastebaskets and trash cans in kitchen and the dining hall as they are full and after each meal.
- Crush any cans or cartons; break down cardboard.
- Put clean trash bag in each wastebasket and trash can after emptying
- Clean up spillage in kitchen and dining hall without being asked
- Wash and clean all wastebaskets once a week, or more often as needed
- Wash and put away all dishes, silverware, and glasses
- Make sure all food is off the floor in the walk-in and storeroom, and is on shelves or boards
- Help unload supply truck and put supplies away
- Prep food for snacks and Camp Trips
- Assist with Cook out: bring food to Pine Grove, Serve Food, Clean up
- Drive\* Trash to trash pit and place in dumpster
- Do kitchen laundry as necessary
- Clean Grill as necessary
- Assist with preparation and serving of parents day meals
- Be mindful of cross contamination issues when putting out food - allergens, etc.
- Complete any other required tasks in and around the Dining Hall and Kitchen as needed
- Ability to follow written and verbal instructions and schedules
- Be a role model to campers and staff in attitude and behavior
- Maintain positive and friendly customer service for campers and staff members
- Clean and set-up of kitchen and dining hall at the beginning of the season
- Clean and close-up kitchen and dining hall at the end of the season
- Attend Camp and Dining Services Staff Training
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

\* Only for eligible drivers. Eligible drivers must have a valid license, be 21 years of age or older and have a clean driving record as determined by our insurance company

## COVID Policy

Staff members will need to comply with all guidelines and requirements set by the State of Maine, the US CDC, and Camp Encore/Coda. These guidelines and requirements are constantly evolving and will not be known until the start of camp. They also may change during the camp season. Staff members will need to be flexible, comply with mask-wearing mandates, and be willing to assist with cleaning, supervision of camper hand washing, and other COVID related duties as required.

### Essential Functions

- Must be able to pass background check
- Physical Demands including lifting, bending, pushing, and pulling up to 40 pounds
- Be punctual and professional
- Ability and desire to work as part of a team
- The visual, auditory, and cognitive abilities required to work as a member of a team
- The visual, auditory, and cognitive abilities required to maintain a clean and safe dining hall environment
- The physical stamina to function in a rural summer camp setting for the term of employment.
- The ability to communicate effectively both verbally and in writing
- The ability to use all kitchen equipment in a safe manner
- The ability to stand, bend and stoop periodically during work, and also to walk through camp as needed
- The hand/eye coordination and manual dexterity to manipulate equipment
- The ability to tolerate exposure to heat and irregular work hours on occasion
- The willingness to follow directions from the camp director and chef manager
- The energy, maturity, and sound mind to work in a demanding job with children and young adults

