

# 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.
- Become an approved 4-H volunteer by completing the following steps.
  - Enroll in 4-H Online
  - If a new volunteer, provide three references
  - Complete the Youth Protection training video and quiz annually
- Complete the Overnight Volunteer Role Description

## Time Required:

- Applicants 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 are 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 approximately 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. 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, silverware, etc.
- 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.
- Kitchen help are not permitted to be on their phones when assisting with any kitchen-related services.
- 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.

## 2025 Camp Schedule

- May 27 Camp Set-up 9:00am EST at Shakamak
- May 28 – May 31 – Group 1 (Parke, Vermillion, Putnam, Morgan, Shelby)
- June 1 - Day Off
- June 2 - June 4 - Group 2 (Johnson, Hancock, Hamilton, Marion)
- June 4 - June 6 - Group 3 (Warren, Benton, Jasper, Fountain)
- June 7- Day Off
- June 8 - June 11 - Group 4 (Vigo, Sullivan, Owen, Clay, Daviess)
- June 11 - June 13 - Group 5 (Boone, Tipton, Hendricks, Montgomery)
- June 13 - Camp clean-up 9:00 am EST at Shakamak

## Salary:

- \$595 plus room and board
  - Salary will be pro-rated for those hired who cannot work the entire 4-H Camp

## Application Due:

- Friday, April 18, 2025

## Contact Person:

Abby Morgan  
Purdue Extension Montgomery County  
400 Parke Avenue  
Crawfordsville, IN 47933  
765-364-6363  
[asweet@purdue.edu](mailto:asweet@purdue.edu)