**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:**

* 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 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.
* 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.
* Pick up any trash around the dumpster and keep that area clean.
* 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.

**2023 Camp Schedule**

* May 31- Camp Set-up 9:00am EST at Shakamak
* June 1-3 (Group 1)- Shelby, Hancock, Hamilton, Johnson
* June 4-7 (Group 2)- Marion, Morgan, Parke, Putnam, Vermillion
* June 7-10 (Group 3)- Clay, Owen, Sullivan, Vigo
* June 11- Staff Day Off
* June 12-14 (Group 4)- Benton, Jasper, Fountain, Warren
* June 14-16 (Group 5)- Boone, Hendricks, Montgomery, Tipton
* June 16 Camp clean-up

**Salary:**

* $550 plus room and board

**Application Due:**

* Wednesday, May 10, 2023

**Contact Person:**

Jennifer Abrell

Purdue Extension Owen County

180 S Washington St

Spencer, IN 47460

812-829-5020

jlabrell@purdue.edu