

West Central Camping Association



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.

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- 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.

2024 Camp Schedule

- ❖ May 29- Camp Set-up 9:00am EST at Shakamak
- ❖ May 30 - June 1 - Group 1 (Shelby, Johnson, Hancock, Hamilton)
- ❖ June 2 - Day off
- ❖ June 3 - June 6 - Group 2 (Parke, Vermillion, Putnam, Marion, Morgan)
- ❖ June 6 - June 8 - Group 3 (Boone, Tipton, Hendricks, Montgomery)
- ❖ June 9 - June 12 - Group 4 (Vigo, Sullivan, Owen, Clay)
- ❖ June 12 - June 14 - Group 5 (Warren, Benton, Jasper, Fountain)
- ❖ June 14 - 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:

- Wednesday, May 1, 2024

Contact Person:

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