

Job Posting Date: Open until filled.

Job Title: Kitchen Aide (KA), Multiple positions and shifts

Location: Naselle Youth Camp, WA State Department of Children, Youth and Families

Shifts: There are different shifts for this type of job in the kitchen and up to 4 assignments per shift to help cover the 7 day a week activity.

For Weekday Shifts- Mon-Fri:

Morning KA (6am-1:30pm) Up to 4 workers

Afternoon KA (1:30-4:30pm) 1 worker

Evening KA (3:30-6:30pm) Up to 4 workers

For Weekend Shifts- Sat-Sun:

Weekend KA (9:30am-12:30pm and 3:30-6:30pm) Up to 5 workers

Stipend: \$.50-1.40/hr. There is an automatic 10 cent raise each pay period. Stipend goes into a dedicated fund for resident. Pay periods are twice a month. The 1st-15th is paid on the 25th of the month; 16th-last day of the month is paid on the 10th of the following month)

Supervisor: Kitchen Manager or designee in their absence

Job Summary: Kitchen Aides are essential to the kitchen operations working with equipment and food. During their assigned shifts, KAs may assist with meal preparation, clean-up and ensure a positive and safe work environment.

Responsibilities and Duties

Food preparation:

- Clean produce such as vegetables and fruits needed for the day or future
- Assist with peeling produce such as carrots and potatoes
- Prepare sack lunches as requested and outlined by the Kitchen Staff
- Assist in the preparation of the salad for meals
- Shift-specific duties: AM KA arrives by 5:30AM to help prepare breakfast including toast, assist staff, and fill sack lunches.

Cleaning:

- Hand-wash equipment, attachments and parts that cannot go through the dishwasher. This includes the mixer and slicer, which must be done after each use.
- Clean machinery after each use with hot soapy water.
- Clean kitchen sinks and the areas around them (walls, cabinets, pipes, shelves and garbage cans) throughout shift.
- Thoroughly clean and sanitize the eating area, wash tabletops with hot soapy water.
- Sweep and mop all floors after each meal.

- Shift-specific duties: PM KA helps with cleaning including the grill, disinfecting, and washing dishes and pots/pans.

Inventory and Receiving Deliveries:

- Help stock storage from deliveries in a safe manner and as directed by staff
- Place products in proper storage areas
- Rotate inventory in order to reduce waste

Other duties:

- All KAs rotate job responsibilities during a shift or during their assignment while at the Kitchen
- KAs are expected to bring the green sheets to each shift for performance feedback and deliver the sheet to their lodge staff
- Accept any other duties as assigned by the Kitchen Staff

Qualifications and Skills

Required:

- Must have current WA State Food Handlers Permit.
- Must have the ability to maintain high level of food safety measures including appropriate level of hygiene and cleanliness and using hairnets and gloves This is extremely important.
- Willingness to be helpful with a variety of kitchen work is essential.
- Must have the ability and willingness to practice how to work well with others.

Preferred:

- Previous job experience working or helping in a kitchen or similar environment
- Any technical skills or interest that may be useful and appropriate for the role

To apply to be a Kitchen Aide at the Naselle Youth Camp, please complete the NYC Resident Worker Job Application. For help with your application or more information, please contact your counselor first. Once completed, bring to the kitchen and place it in the box on the wall, next to the phone, for review. Thank you!

Skills that may be developed and practiced while on this job include:

Hard Skills	Soft Skills
Food safety measures	Following direction from supervisor
Knife skills	Working well with others
Inventory management	Being productive on the job
Food storage best practices	Thoroughness of the task assigned
Proper cleaning techniques	
Appliance upkeep	

Job experience like this may lead to the following types of jobs or careers:

Dishwasher, Equipment Cleaner, Equipment Repair, Knife Sharpener

Food Prep, Inventory Manager, Purchaser, Warehouse Worker or Manager

Assistant Cook, Head Cook, Restaurant Manager, Kitchen Owner