



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Kitchen Team Member

Department: Kitchen

Reports to: Head Chef

Status: Part Time/Seasonal

Location: Lake Hughes, Camp

Date updated: 2/7/2023

Pay Range: \$15.96-\$18.00

Summary: The Painted Turtle is looking for a Dish Washer/Food Prep/Float to help us serve Campers, Volunteers and staff. This is a seasonal position that fluctuates in schedule. We work weekends in the Spring and Fall and full time during the Summer months.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Helping ensure our Dining Hall is ready at meal times by setting tables, stocking snacks, setting up dish carts, stocking coffee area etc.
- Prepare basic components of each dish on our menu with guidance from Head Chef.
- Ensure that the kitchen, all food prep areas and all food storage areas meet cleaning standards.
- Understand the importance of knowledge of allergies, cross contamination and ingredients that we are utilizing to ensure safety for all eating.
- Help prepare items on salad bar, desserts, for morning shift, etc.
- Collecting dish carts, dishes from meal service, helping retrieve salad bars, etc.
- Washing and sanitizing all dishes from prep and meal service times. Adhering to all safety regulations and standards we have in place.
- Assisting in receiving and putting away deliveries; produce, meats, dairy, dry goods, etc.
- Taking out the trash/ recyclables
- Follow guidelines for closing the kitchen including; shutting down the dish room, cleaning dish area, assisting other team members in the Kitchen with sweeping, mopping, cleaning, etc.
- Being available to help the Kitchen team members with any additional tasks they might need help with.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Uses reason even when dealing with emotional topics.
- Interpersonal - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EXPERIENCE:

Must be at least 17 years of age
Past Food Service experience a plus but not required

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

To apply: Please submit a resume and cover letter to Christine Cook, HR Manager at christinec@thepaintedturtle.org

Please visit The Painted Turtle's website at www.thepaintedturtle.org.