



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SHERIDAN COUNTY YMCA

Program Director: Kylie Modaff

Staff Name:

Job Title: **Resident Camp Cook**

Job Category: Seasonal/Salary

FLSA Status: Non-Exempt

Starting Salary:

Reports to: Resident Camp Director

Start/End Dates: May 15 - October 1

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the guidance and supervision of the Resident Camp Director, the Lead Camp Counselor is responsible for providing a safe environment for campers and counselors as well as acting as a positive supportive role model. While this position pays on a daily basis, camp staff are expected to work the entire weekly session (Monday - Friday).

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

QUALIFICATIONS:

1. At least 18 years of age.
2. Alarm/Emergency Procedures training within 30 days of hire and annually thereafter.
3. CPR, First Aid and Child Abuse Prevention training within 30 days of hire and biannually thereafter.
4. New Employee Orientation and Listen 1st or other alternative training within 30 days of hire.
5. Experience as a cook and/or assistant cook.
6. Training/experience cooking for large groups (40+ people).
7. Knowledge of standards of food preparation, serving and kitchen procedures.
8. Ability to plan and prepare foods for those with dietary restrictions.

Resident Camp Cook

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in ordering food.
2. Assist/direct pre/post camp clean-up/sanitization and set up of the kitchen.
3. Prepare food daily to maintain freshness.

4. Follow all safety and guidelines and methods for food preparation, cooking, thawing and storing.
 5. Follow all sanitary and anti-bacterial guidelines in the kitchen area in regard to hand washing, counter and cookware cleanliness and head/facial hair.
 6. Maintain a clean, organized, safe and sanitary kitchen at all times.
 7. Work directly with the Resident Camp Director.
 8. Work with other camp staff in maintaining the camp kitchen and dining area.
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In addition to the essential duties and responsibilities, the Resident Camp Cook will:

- Pursue/participate in ongoing camp training.
- Participate in the annual campaign by giving, campaigning or both
- Attend daily staff meetings

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, and lifting.
- Ability to work in a fast paced environment and switch tasks as new challenges and projects emerge.

RISK MANAGEMENT PRACTICES:

- We are responsible for taking notice of any and all safety risks across the facility and shall communicate all safety concerns immediately.
- We continually check and respond to: equipment conditions, facility cleanliness, snow removal and basic repairs.
- We recognize Child Abuse Prevention is a team effort and we are required to take all measures to prevent and report any potential abuse.
- We are knowledgeable of emergency procedures and are prepared to respond.

STAFF ENGAGEMENT AND CONDUCT:

- We must be prepared to work at scheduled time (on the floor, not just in the building), be mentally present, wear proper work attire and have necessary supplies for shifts.
- We are actively aware of members, compliant with cell phone policy, focused on key elements of your position, attentive, energetic and upbeat about our work.
- We communicate gentle reminders of safety of equipment use, language and other rules that fall within the Y Mission.
- We will honor confidentiality in all programs and areas.
- We will not have our friends present during our shifts.
- We give all members the attention they deserve.
- We will respond to all messages, comments, etc. within a 24 hour period.

UNDERSTANDING AND LIVING THE Y MISSION:

- We are knowledgeable about our scholarship opportunities and the impact our programs have in our community.
- We honor and practice inclusion promoting an open, honest and enjoyable work environment.
- We speak and respond in the "Y Voice" using positive adjectives and authentic, nurturing word choices.

- We use our Y voice everywhere, including in public and social media.
- We greet EVERYONE we encounter with eye contact and a smile.
- We treat all staff with the utmost respect. Living our mission starts with positive internal relationships.
- We give respectful and correctly directed feedback.
- We recognize our responsibility to be fiscally responsible: by maintaining our facility, turning off lights/water when not in use, accurately reporting time on timesheets and being prudent/cautious in ordering/purchasing supplies.

CAUSE DRIVEN LEADERSHIP COMPETENCIES:

Advancing our Mission & Cause

Change Leadership: Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.

Engaging Community: Builds bridges with others in the community to ensure the Y's work is community focused and welcoming of all, providing community benefit.

Philanthropy: Secures resources and support to advance the Y's work.

Volunteerism: engages volunteers and promotes social responsibility at all levels of the organization.

Building Relationships

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.

Communication & Influence: Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.

Inclusion: Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

Leading Operations

Critical Thinking & Decision Making: Makes informed decisions based on logic, data, and sound judgment.

Fiscal Management: Manages the Y's resources responsibly and sustains the Y's nonprofit business model.

Functional Expertise: Executes superior technical skills for the role

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.

Program/Project Management: Ensures program or project goals are met and intended impact occurs.

Developing & Inspiring People

Developing Self & Others: Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

Emotional Maturity: Demonstrates ability to understand and manage emotions effectively in all situations.

At least annually, the Sheridan County YMCA will review its organizational goals and objectives. The implementation of specific objectives will be part of the job description and will be reviewed annually. Additional responsibilities may be added where deemed necessary.

ACKNOWLEDGEMENT:

Staff Name Printed

Staff Signature

Date

Supervisor Signature

Date

By signing this document, both parties mutually accept that this job description is an accurate representation of the general responsibilities of this position.