



# The Salvation Army

## KWM Division

### JOB DESCRIPTION

**TITLE:** Kitchen Aide

**LOCATION:** Three Trails Camp and Retreat Center

**JOB CODE:** 2

**CLASSIFICATION:** Exempt Summer Staff Seasonal

**DATE:** October 2023

**REPORTS TO:** Head Cook & Assistant Cook

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**The Salvation Army Mission:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Job Objective:** Assist with all aspects of Food Services Department

**Essential Functions:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job-related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Prep food for next meal under the direction of the food service supervisor or assistant cook.
- Remove frozen foods from freezer for thawing, put food items in pans to prep for cooking, help make salads, etc.
- Assist in meal preparation (cooking).
- Assist in setting up and tearing down of serving lines.
- Assist in serving of food.
- Assist in storing and disposal of leftover food.
- Assist in cleanup of food service areas.
- Assist in preparation of camper snacks.
- Unload food trucks and follow health codes for labeling of the food and supplies.
- Assist with Summer Food Service Program documentation and following procedures.
- Be a positive influence on campers, leading by example.
- Be aware of and follow all Three Trails Camp policies and procedures.
- Attend all staff and camp meetings.
- Other duties as assigned.

**Minimum Qualifications:**

Education: NA

Experience: Experience in food services preferred.

Certifications/Licenses: Must have or obtain Independence MO, Health Department Food Service Certificate or certification from approved city or program.

Skills/Abilities: Ability to work long hours with limited breaks.

**Supervisory Responsibility:** None

**Safe from Harm Level:** 3 Camp Training

**Blood borne Pathogen Level:** 3

**Physical Requirements:**

Speaking, hearing and vision ability, and excellent manual dexterity to be able to perform food prep duties.

Lifting, pulling, and pushing of materials up to 15 pounds to be able to perform stocking and food prep.

Requires bending, squatting and walking.

Standing up to 6-8 hours per day.

**Travel:** Not required

**Driving:** Driving not required, but preferred. Staff with a valid license from the state of residence will apply for approval through The Salvation Army Fleet Safety Program. If approved, the candidate might be asked to drive either a Salvation Army or personal vehicle on Salvation Army business.

**Working Conditions:** Work is performed in the camp dining hall and does include weekdays and weekends based on the summer camp and divisional schedule.

**All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.**

*Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.*

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**Employee Signature**

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**Date**