



Kentucky 4-H Camp Position Description – Foodservice Staff

Qualifications	Foodservice preparation is preferred.
Supervisor	Foodservice Manager and Camp Director
Benefits	\$10.25+ per hour; meals
Length of Employment	Varies by location
Locations	J.M. Feltner 4-H Camp (London, KY) Lake Cumberland 4-H Camp (Jabez, KY) North Central 4-H Camp (Carlisle, KY) West Kentucky 4-H Camp (Dawson Springs, KY)

SPECIFIC RESPONSIBILITIES:

1. Attend training and adhere to policies regarding sanitation, hand washing, and dishwashing and drying, cold temperatures and record keeping required to meet American Camp Association standards.
2. Adhere to cleanliness and dress standards developed by the University and or local or State Health Departments.
3. Maintain a good working relationship with co-workers, Head Cook, Camp Program Staff, and Extension Agents and Campers.
4. Adhere to camp policies and procedures and Kitchen and Food Preparation Policies.
5. There is no guarantee of hours of work per week for kitchen personnel. The decision is made based upon number and type of meals prepared each day.
6. There is no overtime work without authorization by the Camp Director.
7. Every attempt is to be made to utilize cooks on breaks between camping sessions who have not worked a full 40-hour week. Part time cooks will be used on breaks between camping sessions when regular cooks have completed a full 40-hour week.
8. Standard menus approved by the University of Kentucky must be followed with no changes or substitutions, except with authorization.
9. The kitchen area is off limits to all except kitchen personnel, camp management and those requested to assist with meal service. Seconds on some food items are to be made available to adults and youth for all meals.
10. No food or food products are to be taken from 4-H camp facilities unless scheduled and approved as a part of the camp program. Employees may NOT take camp food off premises.
11. No leftovers or garbage may be removed from the campgrounds except by authorized refuse collectors.





ADDITIONAL CONDUCT GUIDELINES

1. Be a good role model.
2. Show respect and be courteous to everyone.
3. Be a team player in preparation and serving in the kitchen.
4. Use time wisely while on duty. Use idle time to clean and prep for the next day.
5. Do not discuss co-workers in a negative way.
6. Compliment your co-workers when you see them do a good job.
7. Keep personal and home life problems out of the workplace.
8. Beware of workplace harassment. It is a serious offense and can result in termination from the University.
9. Be dependable, flexible, and show patience and understanding with everyone.
10. Remember: Service with a Smile!

I have reviewed and understood the position description.

Employee Signature

Date

