



MT. HOOD KIWANIS CAMP, INC.

83500 E. Kiwanis Camp Rd., Government Camp, OR 97028

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SEASONAL JOB DESCRIPTION

JOB TITLE:	KITCHEN STAFF
REPORTS TO:	Head Chef
JOB STATUS:	Seasonal Position, 8 weeks available mid-June through mid-August
SALARY:	Live Onsite \$520/1 week *Lodging & Meals Provided Commute \$15/hour (max 40 hours/week) (1 week commitment required)

MHKC OVERVIEW:

At Mt. Hood Kiwanis Camp (MHKC), we're on a mission to help empower children and adults with developmental disabilities through equitable access to the outdoors and recreation. Our primary program is Summer Camp, occurring from June to August and serving over 500 individuals with developmental disabilities at our 22-acre campsite in the Mt. Hood National Forest. Campers have varying abilities and needs, with counselors and staff supporting activities of daily living including personal care, mobility, communication, dining, behavior management, socialization, and activity engagement. We offer a variety of accessible and adaptable activities ranging from an adventure course and horses to swimming, biking, and hiking. Summer Camp isn't just fun; it creates profound and transformative experiences, fosters skills development, and builds a strong sense of community.

This experience is not just for our campers, but our dedicated counselors and staff too. At Camp, staff develop and practice a variety of transferable skills including communication, critical thinking, leadership, creativity, collaboration, and professionalism. Joining the Mt. Hood Kiwanis Camp seasonal team is an immersive, challenging, and incredibly rewarding experience. Each day is full of action and engagement, with an abundance of opportunities for personal and professional growth while positively impacting the lives of our campers and each other. Together, we cultivate an environment of experiential learning, play, and teamwork while delivering high-quality care and an enriching camp experience. The work we do requires and promotes empathy, intentionality, self-reflection, a growth mindset, adaptability, and flexibility. At MHKC, we are committed to creating a safe, inclusive, and equitable workplace for all and strive to provide a valuable experience for our staff.

EQUITY STATEMENT:

Mt. Hood Kiwanis Camp (MHKC) honors organizational diversity with regard to race, gender, sexual orientation, gender identity, age, culture, language, and all abilities. This deepens understanding in everyone, making MHKC a more equitable and inclusive organization to the benefit of all. We seek to raise self-awareness of our gaps in equity and inclusion by consciously creating, monitoring, and maintaining diversity among our campers, staff, volunteers, and board of directors.

ANTI-RACISM STATEMENT:

We acknowledge that racism is pervasive and exists. As an anti-racist organization, we vow to purposefully identify, discuss and challenge issues of race and color and the impact(s) they have on our organization, its systems, and its people. We will acknowledge and dismantle any racism that occurs within our organization, whether it be conscious or unconscious. We will also challenge ourselves to understand and correct any inequities we discover and gain a better understanding of ourselves during this continual, purposeful process.

POSITION SUMMARY:

The Kitchen Staff at MHKC assists the Head Chef with all food and dining services including preparation, cooking, serving, cleaning, and dishwashing. MHKC strives to provide nutritious, inclusive meals to all campers, volunteers, staff, and guests, including dietary needs such as gluten-free, dairy-free, vegetarian, and vegan. When not working, Kitchen Staff are invited to support Camp activities, connect with campers, counselors, and other staff.

ESSENTIAL FUNCTIONS:

1. Assist with the daily operations of MHKC's food service.
 - a. Complete food service tasks as assigned by the Head Chef including preparation, cooking, etc.
 - b. Assist with cleaning and sanitization of the kitchen and equipment following each meal.
 - c. Follow all Oregon Health Department and American Camp Association (ACA) standards and all applicable food service regulations and requirements for safe and efficient preparation and serving of meals and cleaning procedures.
 - i. Maintain all daily kitchen and food health and safety records.
2. Assist in inventory tracking.
 - a. Ensure food and kitchen supplies are in stock and consistent with menus.
 - b. Promptly inform Head Chef of any ordering needs.
3. Remind and instruct staff, volunteers, campers, and guests on kitchen-related procedures as needed.
 - a. Respond to questions from and assist staff, volunteers, campers, and guests to ensure their dining needs are met.
4. Understand and fulfill your role as an MHKC employee.
 - a. Adhere to all MHKC policies and procedures.
 - b. Communicate and collaborate with other staff to maintain a healthy, positive, and effective working environment.
 - i. Keep the Head Chef informed and ask for assistance as needed.
 - c. Remain alert to camper needs and inform necessary staff upon concerns.
 - d. Other duties as assigned.
 - e. Positively and professionally represent MHKC, understanding the Kitchen Staff's role in providing "customer service".

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

DESIRED SKILLS & EXPERIENCE:

- Experience or interest working in a kitchen in a community live-in setting.
- Knowledge of, experience in, or willingness to learn all aspects of food service: family-style dining, buffet service, food safety, health regulations, and use/maintenance of commercial kitchen equipment.
- Experience or desire working with individuals with developmental disabilities.
- Ability to communicate effectively, manage time, maintain professionalism, and collaborate.
- Model professionalism, empathy, patience, and a positive attitude.

REQUIREMENTS:

- Pass a background check per MHKC, American Camp Association (ACA), and Department of Human Services (DHS) guidelines.
- At least 16 years of age by time of employment.
- Current Oregon Food Handler's License or obtain by June 15.
- Current Adult First Aid/CPR/AED ACA Certification from the ACA recognized certification list or obtain by June 15. Adult & Pediatric Certification required if working Session 1, Week 2.
- Complete all required training, online and in-person.
- Able to assist with lifting and moving food and supplies. Ability to prepare foods for long periods.
- Refrain from the use of drugs and alcohol, including recreational and medicinal cannabis, while in residence at MHKC.
- Ability to transport self to and from Camp. Carpooling or drop-off is recommended and encouraged.
- Contribute to a positive and healthy Camp culture and environment, committing to caring for the community and property.

WORKING CONDITIONS:

- Working hours vary between 7:00 AM – 8:00 PM.
- Employees may be exposed to variable weather elements and temperatures. Employees may experience bug bites or be exposed to bodily fluids and blood-borne pathogens.
- All buildings and areas at Camp are tobacco/vape-free except for 1 designated area on-site.