



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

FAMILY YMCA OF MARION & POLK COUNTIES  
PO BOX 110, Salem, OR 97308  
503.581.9622 | [www.theYonline.org](http://www.theYonline.org)

**JOB TITLE:** Prep Cook  
**DEPARTMENT:** Camp  
**REPORTS TO:** Kitchen Director/ Head Cook  
**LOCATION:** Camp Silver Creek  
**STATUS:** Salary, Exempt  
**PAY RATE:** \$265/week

### **Position Summary:**

The Prep Cook is responsible for assisting with preparation of meal service in an overnight camp setting. The Prep Cook prepares to deliver meals for up to 225 people three times daily and maintains cleanliness of the kitchen.

### **Entry Requirements:**

- Age 18 or over by start of camping season preferred.
- Previous experience in the food service industry, including working in a prep cook position.
- Prior leadership with groups of children at camps, youth groups, education settings, or community groups.
- Relate effectively to one's peers and supervisors in a work setting.
- Possess flexibility, maturity, and the ability to accept supervision.
- Ability to work in outdoor environment and display an appreciation and understanding of the natural environment to campers.
- Enjoy working and interacting with people of all types and ages, with a special emphasis on children, modeling and utilizing the important core value of caring, honesty, respect, and responsibility.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must be CPR and First Aid certified or willing to become certified within the first 30 days of employment. (Certification classes available upon employment.)
- Current Oregon Food Handler's Certification.

### **Essential Functions:**

- Maintain kitchen to standards of health codes and cleanliness. This includes, but is not limited to: washing dishes, cleaning equipment, and mopping floors.
- Prepare meals as instructed by Kitchen Director and Assistant Kitchen Director.
- Follow all policies set forth by the Kitchen Director pertaining to safety, including but not limited to required clothing, procedures, and equipment use.
- Communicate with Kitchen Director on a daily basis about the needs of the kitchen.
- Implement cleaning and sanitary practices.
- Follow all procedures to reduce food waste.



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- Assist in any area of camp as directed, providing coverage for cabin groups as needed.
- Be in attendance at the weekly 12:30 PM staff meeting.
- Participate in all courses, activities, classes, training, and planned sessions during the weeks of pre-camp.
- Create and maintain a harmonious, positive working relationship with fellow staff, YMCA Camp Silver Creek campers, participants, and the entire camp community.
- Demonstrate commitment to quality, the core values of the YMCA, and joy in working with youth of all ages.
- Consistently provide friendly, courteous assistance exceeding customer expectations every day.
- Support and contribute to a safe, clean camp environment for staff and guests.
- Maintain knowledge of association policies and procedures, risk management and safety practices.
- This position is responsible for supporting the overall association's initiatives through camp.
- Ability to work independently, organize and prioritize tasks and communicate effectively.

### **Work Environment & Physical Demands:**

- Physically able to accompany campers to and participate in all camp activities.
- Able to communicate verbally with campers and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to observe camper behavior, respond to health and safety concerns and deal appropriately with camper behavior.
- Able to work long hours including nights and weekends.
- Able to work outdoors in varying weather conditions (rain, heat etc.) and live in a rustic outdoor setting.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.
- May work at another camp location as needed.