

Job Title Dishwasher
Reports To: Culinary Director, Sous Chef
Wage Category: Part time, Hourly, Non-Exempt \$10-11/ hour



Summary

Under the direction of the Culinary Director, Sous Chef, and Hospitality Director, the Service Staff is responsible for assisting in advancing the mission of Pretty Lake through culinary services. Primary function is to advance the culinary operations in a manner that promotes healthy eating and advances food knowledge to our campers and clients. Follows direction from supervisors to ensure that the kitchen is operated according to the Culinary goals and according to Pretty Lake policies and procedures as well as local, state, and federal regulations or laws. Additionally, this position must ensure that we meet the American Camp Association standards.

Essential Functions

1. Assists culinary operations by maintaining a clean and sanitary kitchen and washing dishes.
2. Maintains and uses dishwashing equipment and triple sink and assures that all cleaning chemicals and supplies remain stocked while in use.
3. Completes opening and/or closing task lists.
4. Follows direction to help assure that dishwashing chemicals and other supplies are used efficiently and sustainably.
5. Works collaboratively with all Pretty Lake staff to complete all responsibilities.
6. Helps to maintain proper and orderly organization of kitchen wares and chemicals.
7. Upholds and follows all Standard Operating Procedures as it relates to tasks being accomplished.
8. Uses dishwashing equipment in a responsible and safe manner.
9. Occasional outdoor work related to the culinary program.
10. Required to work some nights, weekends, and early mornings as dictated by the needs of the culinary program.
11. Demonstrates good judgment; considers potential factors when making decisions.
12. Completes all job duties and functions in a hospitable and inclusive manner.
13. Completes other duties as required for the continued improvement of the culinary program and Pretty Lake as a whole.

Knowledge, Skills, Abilities & Standards of Performance

1. Ability to work cooperatively and communicate with co-workers, volunteers, vendors, and clientele of diverse backgrounds and ages, providing assistance, information and support in a friendly, courteous, and respectful manner. Demonstrates consistently good oral, written, and listening communication skills.
2. Solid word processing, spreadsheet, and other computer skills deemed appropriate for daily operations.
3. Performs work in a logical, orderly and skillful manner and has ability to stay calm and perform to a high standard under stressful mental and physical situations.

Physical, Mental, & Sensory Dimension

1. Physical mobility: standing, walking, bending and lifting and carrying up to 50 pounds. Manual dexterity to skillfully use necessary facility and office management equipment.
2. Must possess a valid Michigan driver's license, be able to provide own transportation when required, and has a driving record that allows for the driving of camp vehicles (based on insurance guidelines).
3. Mental effort: reading, writing, calculating, analyzing, planning.
4. Sensory requirements: ability to read information in handwritten or printed form, on video terminals, etc.; ability to communicate with stakeholders, donors, co-workers, and vendors in person and over the telephone.

Required Qualifications/Job Specifications

1. Strong communication skills. Must be able to exchange accurate information in a fast-paced work environment.
2. Understanding of basic mathematical concepts (addition, subtraction, multiplication, and division), the application of these concepts, and their use in a real life setting.
3. Ability to follow someone else's lead; ability to work collaboratively on a team.
4. Ability and willingness to remain adaptable to changing conditions.
5. Must be able to remain in a stationary position up to 100% of the time.
6. Must be able to move about the kitchen, Dining Hall, and between the Main Office and Dining Hall consistently and across Pretty Lake grounds occasionally.
7. Regularly cleans dishes using an automatic dishwasher and a triple sink system.
8. Moves chemicals and other items throughout the kitchen and between workstations.
9. Able to make informed and thoughtful judgements.
10. Must have some understanding of potential dietary accommodation requests, such as vegan, vegetarian, and allergen free diets.

How to Apply

Email completed application to **Jai Smith** at Jai@prettylakecamp.org and Paul Vugteveen at Paul@prettylakecamp.org or mail to Pretty Lake Camp, 9123 Q Ave, Mattawan, MI 49071.