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## RED WING YMCA JOB DESCRIPTION

Job Title: Kitchen Staff – YMCA Camp Pepin  
Starting Rate: Determined by International Sponsor  
Employment Dates: June 4th to August 18th, 2025

FLSA Status: Seasonal  
YMCA Leadership Level: Leader  
Reports to: Camp Pepin Director

### POSITION SUMMARY:

The Kitchen Staff at Camp Pepin play a vital role in ensuring that our campers and staff are well-fed, happy, and healthy throughout the summer. Working as a team in our commercial kitchen, the Kitchen Staff are responsible for preparing and serving three meals a day, following recipes, and adhering to all health and safety regulations. This position requires attention to detail in managing camper and staff food allergies, inventory control, and accurate temperature recording to prevent emergencies and ensure smooth kitchen operations.

In addition to meal preparation, Kitchen Staff are responsible for maintaining the cleanliness of the kitchen and dish room. Creativity is highly valued, as the Kitchen Staff have the opportunity to create delicious and varied meals that keep campers and staff energized and satisfied.

### ESSENTIAL FUNCTIONS:

- Meal Preparation:** Work as part of a team to prepare, cook, and serve three nutritious meals daily, following established recipes and meal plans.
- Health and Safety:** Ensure all food is prepared in accordance with health standards and regulations, including proper food handling, temperature recording, and sanitation practices.
- Allergy Management:** Accurately manage food allergies and dietary restrictions for campers and staff, preventing potential allergic reactions or food-related emergencies.
- Inventory and Supplies:** Take inventory, track food supplies, and assist in ordering to ensure the kitchen is well-stocked for daily meal preparation.
- Rosters and Special Diets:** Review camper and staff rosters to stay informed about dietary needs and ensure everyone is accommodated appropriately.
- Dish room Duties:** Assist in washing dishes and maintaining cleanliness in the dish room to meet sanitation guidelines.
- Team Collaboration:** Work closely with other kitchen staff to ensure meals are served on time and meet the dietary needs of the camp, contributing to a positive camp experience.

### YMCA COMPETENCIES (Leader):

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings.

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## EXPECTED HOURS OF WORK

The expected hours for Camp Pepin Kitchen Staff are from midmorning Sundays through Friday afternoons. Kitchen Staff are responsible for meal preparation, service, and clean-up from Lunch on Sunday through Lunch on Friday. Kitchen Staff will collaborate to create a rotating schedule, ensuring adequate coverage for each meal while allowing for planned time off throughout the week. While staff will have downtime throughout the day, Kitchen Staff are expected to manage their shifts to ensure that all meals are prepared and served on time, and that the kitchen remains clean and fully operational.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Visual/auditory ability to identify/respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid; must be able to assist campers in an emergency (fire, evacuation, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements of a Resident Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, bats, etc.

## TRAVEL

Camp Pepin Kitchen Staff who have proper driving authorization may take camp staff on day and overnight trips, depending on skills, knowledge, and personal job duties within camp. Staff may also be required to travel to Red Wing area to retrieve a van from the Red Wing YMCA fleet.

## QUALIFICATIONS:

1. Prior experience working in a kitchen or with meal preparation is preferred.
2. Interest or enthusiasm for cooking and preparing meals for large groups is highly valued.
3. Ability to work well as part of a team, with strong communication skills to collaborate effectively with other kitchen staff.
4. Detail-oriented, especially when managing food allergies, dietary restrictions, and health standards.
5. Comfortable interacting with children and staff, fostering a positive and supportive environment in the kitchen.
6. Able to work efficiently in a busy, fast-paced kitchen, ensuring that meals are prepared and served on time.
7. Must complete ServSafe Food Handler certification prior to arrival at camp (camp can provide guidance for completing the certification).
8. Must pass a background check and, if necessary, a motor vehicle check to ensure a valid license and clean driving record.

## AAP/EEO STATEMENT

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## SIGNATURE

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_