

**MERRIMACK PARKS & RECREATION  
NATICOOK DAY CAMP  
KITCHEN HELPER/ PREP COOK / DISHWASHER**

**JOB SUMMARY:**

The Kitchen Helper/Prep Cook assists the Food Service Manager/Camp Cook in the Operation of their duties. Responsibilities include washing dishes, sweeping & mopping, taking out trash; cutting, peeling & washing vegetables, as needed. Helping to unload supply trucks and put supplies away.

**SUPERVISION RECEIVED:**

Works under the Direction of the Camp Cook

**EXAMPLE OF DUTIES:**

- Wash dishes, pots & pans by hand
- Sweep and mop kitchen and dining room
- Take out trash from kitchen and dining room to dumpster
- Clean and wash trash cans at least every other day, daily if needed
- Cut, peel, and wash vegetables, as needed
- Wash pots and pans, as needed
- Mix juice, and serve juice, milk, and water
- Help unload supply truck and put supplies away
- Clean spillage in kitchen or dining room
- Straighten counter and clean after each meal
- Help in any area of kitchen or dining room as requested by the Camp Cook
- Other duties may be assigned as required

**KNOWLEDGE, SKILLS & ABILITIES**

- Experience preparing food
- Experience working in a kitchen or restaurant environment

**MINIMUM QUALIFICATIONS REQUIRED:**

- Applicant must be at least 18 years of age
- Use kitchen equipment safely and operate electrical and mechanical equipment as needed.
- Experience preparing food, washing dishes and cleaning

**WORKING CONDITIONS:** Position works indoors on a daily basis

**COGNITIVE & SENSORY REQUIREMENTS:**

Talking: Necessary for effect communicating with others.

Hearing: Necessary for effective communications with others.

Sight: Necessary for performing the job effectively and correctly.

**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive Hours

Sit 12345678

Stand 12345678

Walk 12345678

**ENVIRONMENT:**

Inside: 100% Outside: 0%

**EQUIPMENT USED:**

Mops, brooms, can openers, cutting implements, cleaning supplies

**HAND MANIPULATION:**

Grasping: frequently

Handling: frequently

Torquing: occasionally

Fingering: occasionally

**OTHER TRAINING, SKILLS, & EXPERIENCE REQUIREMENTS:****Specific Vocational Preparation Requirements:**

(X) 1. Short demonstration only.

( ) 2. Any beyond short demonstration up to and including 30 days.

( ) 3. 30-90 days.

( ) 4. 91-180 days

( ) 5. 181 days to 1 year.

( ) 6. 1 to 2 years.

( ) 7. 2 to 4 years.

( ) 8. 4-10 years

( ) 9. Over 10 years.

**PHYSICAL ACTIVITY REQUIREMENTS:**

- Must be able to lift/unload and move food and supplies

**PRIMARY PHYSICAL REQUIREMENTS:**

LIFT up to 10 lbs.: frequently required

LIFT 11 to 25 lbs.: occasionally required

LIFT 26 to 50 lbs.: occasionally required

LIFT over 50 lbs.: seldom required

CARRY up to 10 lbs.: frequently required

CARRY 11 to 25 lbs.: occasionally required

CARRY 26 to 50 lbs.: occasionally required

CARRY over 50 lbs.: seldom required

REACH above shoulder height: seldom required

REACH at shoulder height: frequently required

REACH below shoulder height: frequently required

PUSH/PULL: seldom required

**OTHER PHYSICAL CONSIDERATIONS:**

Twisting: required

Bending: required

Crawling: not required

Squatting: required

Kneeling: required

Crouching: required

Climbing: not required

Balancing: seldom required

# SAMPLE DAILY WORK SCHEDULE

## GENERAL JOB DESCRIPTION & RESPONSIBILITIES:

Assist in setting up food trays, salad bar prep and set up, sandwiches and general lunch setup. Carrying various items up and down the stairs as needed including milk. Washing dishes, sweeping and washing kitchen floor and emptying trash. Keeping cellar stairs clear of debris, sweeping & washing Function Hall Floors.

### 7:00 – 8:00 am

- Sweep & wash front & back rooms of Function Hall Floors

### 8:00 – 9:30 am

- Start with lunch prep, bringing items upstairs as needed, help place food on sheet pans.

### 9:30 – 10:00 am

- Setup steam tables and wash any dishes from morning prep.

### 10:00 – 11:00 am

- Start prep work for Salad Bar
  - chopping vegetables, salad dressing, etc.

### 11:00 – 11:15 am

- Setup Salad Bar
- Setup lunch
  - Plates, forks, spoons

### 11:15 – 11:30 am

- Make sheet pan of Peanut Butter & Jelly sandwiches

### 11:30 – 11:55 am

- **Lunch Break**

### 11:55 – 12:30 pm

- Assist with lunch
- Put trays in oven
- Restock lunch items as needed

### 12:30 – 3:00 pm

- Lunch Breakdown
  - Salad bar item in refrigerator
  - Milk back into Walk In Cooler
  - Wash, Rinse & sanitize dishes
  - Sweep & Wash Kitchen Floor
  - Empty Trash