



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



YMCA of Lansing Association Job Description  
**Mystic Lake YMCA Camp**  
**9505 Ludington Dr, Lake, MI, 48632**  
517-827-9650

## **FOOD SERVICE EMPLOYEE – COOK**

At Mystic Lake YMCA Camp, our goals are to teach youth social responsibility through environmental stewardship, community living, and working with one another in a group setting that builds friendships. Youth develop and learn new skills to improve their sense of self-worth and confidence in an accepting environment where all are welcome.

### **GENERAL FUNCTION**

Under the supervision of the Food Service Manager and Summer Camp Director, the Food Service Employee is responsible for all aspects of food service delivery including meal prep and delivery, sanitation, inventory management, and great customer service. Responsibilities include food preparation, maintenance and cleaning of kitchen and dining hall, and administration of the USDA Summer Food Service Program. Meals served will be healthy, nutritious, and high quality. This is a seasonal position with a majority of hours from April through October. May include weekends, evenings, and some holidays. A flexible schedule is available for those attending school.

### **JOB REQUIREMENTS**

- Previous experience in a commercial kitchen is preferred
- Desire to work with children and others
- Ability to lead and make decisions
- Strong interpersonal skills
- Ability to operate a sanitary, efficient, healthy, and enjoyable food service operation
- Experience in working with a team
- Ability to accept supervision and guidance as well as constructive feedback
- Ability to respond to safety and emergency situations
- Must complete all required YMCA trainings in the expected timeframe

### **POSITION RESPONSIBILITIES**

1. Help develop and prepare healthy and nutritious menus with varying items for children and adults.
2. Operation of the kitchen in accordance with all state, county, and local regulatory agencies.
3. Sanitation and cleaning of kitchen facilities, storage areas, recycling areas, and dining hall

4. Maintain inventory of equipment/supplies and inform Food Service Manager when items need to be replaced/reordered.
5. Maintain a clean work area before, during, and after group visits.
6. Follow accreditation and licensing standards by the American Camp Association and Michigan State Licensing.
7. Achieve certification specific to the program department to include ServSafe Certification, FA/CPR, and additional YMCA of Lansing required trainings
8. Assist with the delivery of USDA-approved food reimbursement programs for summer camp.
9. Provide great customer service to guests.
10. Perform other duties as assigned

### **DISCLAIMERS**

- Must successfully complete background screening for YMCA
- This job description may not be all-inclusive, and the employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

### **SALARY/HOURS/BENEFITS**

This is a seasonal position and the applicant should be available Sunday - Friday, primary April – October. Hours will vary depending upon season and need of Mystic Lake YMCA Camp.

\$9.87-\$11 /hour.

Include: YMCA of Lansing Application ([lansingymca.org/jobs](http://lansingymca.org/jobs)), with 3 non-family references and 1 family reference.

Contact: Amiee Woodrow, Senior Program Director, [awoodrow@lansingymca.org](mailto:awoodrow@lansingymca.org), 517-827-9650