

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF JEFFERSON COUNTY  
STAFF POSITION DESCRIPTION**

**Current Incumbent:** Open Position

**Date Written/Revised:** October 2017

**CCE Classification Job Title:** Association Temporary Camp Kitchen Worker

**Position #:** TBD

**Working Title (if different):** Camp Kitchen Manager/Cook

**FTE:** 100%

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Mike Kinnie, Association Temporary Camp Manager

**Position(s) Supervised / Direct Reports:** This position incumbent has no supervisory responsibilities/direct reports.

**Volunteer Supervision:**  Yes  No *(If the answer is Yes, please indicate number of volunteers supervised.)*

**POSITION SUMMARY:**

*Explain the purpose for the position and summarize the responsibilities.*

This position will serve as the Camp Kitchen Manager/Cook for 4-H Camp Wabasso, a residential summer camp owned and operated by Cornell Cooperative Extension Association of Jefferson County, located in Redwood, New York. The primary responsibilities of this position will include, but not be limited to: directing all kitchen functions, planning menus, ordering food and supplies, and coordinating three (3) balanced meals and one (1) snack each day camp is in session. The Kitchen Manager/Cook must follow 4-H, United States Department of Agriculture (USDA), and New York State Department of Health guidelines in performing all position duties. This position accepts and performs all position duties outlined in this position description, and performs other duties and responsibilities as assigned and deemed appropriate by the Camp Kitchen Manager/Cook and/or 4-H Camp Wabasso Director. (*NOTE: This position does not include cabin responsibilities.*)

**REQUIRED QUALIFICATIONS:**

*Specify required minimum equivalency for education, experience, skills, information systems, knowledge, etc.*

- Must be 21 years of age.
- Must have a minimum of three (3) years of experience preparing menus and budgets, quantity cooking, and staff supervision.
- Must have current cardiopulmonary resuscitation (CPR) and First Aid certifications (will train if necessary).
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Desire, ability and willingness to work and live in a camp community and to reside at 4-H Camp Wabasso, Redwood, NY (including overnights) the entire time 4-H Camp is in session.
- Must be able to meet the travel requirements of the position.
- Ability to work flexible hours which will include evenings and weekends, as appropriate.

**PREFERRED QUALIFICATIONS:**

*Specify preferred specialized education, field and/or certifications.*

- Training and/or experience in food service.
- Demonstrated ability to complete tasks as assigned.
- Demonstrated ability to work well with others.
- Demonstrated ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

**SUBJECT MATTER/BACKGROUND:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Agriculture and Food Systems   | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm           |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention                 | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance                | <input type="checkbox"/> Communication  |
| <input type="checkbox"/> Community and Economic Vitality  | <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Other          |
| <input checked="" type="checkbox"/> 4-H Youth Development and Children, Youth and Families        | <input type="checkbox"/> Facility               |   |

*Reviewed and approved by SBN HR Lead – 10-31-20017 – tls*

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

**Administrative Responsibilities:**

<b>Job Duties</b> <i>(including Direction, Management, Coordination)</i>	<b>95%</b>
<ul style="list-style-type: none"> <li>• Prepare a menu in conjunction with a Registered Dietician and the Camp Director staying within budgetary constraints.</li> <li>• Keep a running inventory of food and supplies; order food and/or supplies as needed, and check/inventory all incoming shipments of food and/or supplies.</li> <li>• Prepare nutritious meals and snacks in accordance with USDA standards.</li> <li>• Track and keep records as required of all meals and snacks served daily.</li> <li>• Supervise all kitchen staff and assign duties as necessary.</li> <li>• Ensure high standard of sanitation and safety conditions, and prepare kitchen and dining room to meet Department of Health regulations.</li> <li>• Maintain all equipment to be sure all equipment is safe, clean, and in good repair.</li> <li>• Assist in the daily upkeep of facilities.</li> <li>• Perform other duties as assigned and/or reassigned as directed/required by the Camp Director.</li> <li>• This position may require the transport of program participants and/or program materials and resources.</li> </ul>	

<b>Professional Improvement and Other Duties as Assigned</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Attend 4-H Camp Wabasso orientation/training program, and participate in staff meetings and required training events as scheduled.</li> <li>• In cooperation with Supervisor and/or Youth, Family &amp; Community Development Issue Leader, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes in programming and association priorities.</li> <li>• Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and other duties as assigned.</li> </ul>	

<b>Health and Safety</b>	Applied to all duties and functions.
<ul style="list-style-type: none"> <li>• Support the Association to maintain a safe working environment.</li> <li>• Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirement and standard.</li> <li>• Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</li> </ul>	

<b>EEO/EPO and Policy</b>	Applied to all duties and functions.
<ul style="list-style-type: none"> <li>• Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.</li> <li>• Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.</li> <li>• Be aware of, and adhere to, established Cornell Cooperative Extension Association of Jefferson County policies and procedures.</li> <li>• Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.</li> </ul>	

***Equal Opportunity Employment***  
***Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.***

**For each factor below, choose the phrase that best fits the characteristics of this position:**

**SCOPE OF IMPACT OF THE POSITION:**

Low - within program

**INTERACTION WITHIN ASSOCIATION:**

Provide guidance/coordinate activities/contribute to work groups

**INTERACTION WITH VOLUNTEERS:**

None to limited

**INTERACTION OUTSIDE ASSOCIATION:**

Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

Limited - Occasional guidance to co-workers

**COMPLEXITY OF WORK:**

Moderate - Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria

**LEVEL OF DECISION-MAKING ACTIVITY:**

Moderate - Within multiple functional areas

**SUPERVISION RECEIVED:**

Low/limited - Little guidance; considerable latitude for exercising judgment and self-direction

**SUPPORT SKILLS-WRITING**

Low - Usually issues standard responses

**SUPPORT SKILLS-COMPUTER**

Low - Uses basic business/technical programs/applications to perform responsibilities

**WORKING CONDITIONS:**

**ESSENTIAL PHYSICAL**

**REQUIREMENTS\*:**

Typically lifts 10 to 20 lbs

**VISUAL:**

Normal concentration

**HAZARDS:**

Limited exposure

*\* Check applicable level after considering reasonable accommodations*

**OPTIONAL:**

**SIGNATURES**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE



## Skills for Success

(The following skills are essential for individual and organizational success.)

Skills	Examples of Demonstrated Behavior
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>Support the association to maintain a safe working environment.</li><li>Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards.</li><li>Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</li></ul>
<b>Job Skills</b>	<ul style="list-style-type: none"><li>Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.</li><li>Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.</li><li>Understands, interprets and applies regulations, policies and contracts to deliver effective results.</li><li>Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.</li></ul>
<b>Inclusiveness</b>	<ul style="list-style-type: none"><li>Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community.</li><li>Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately.</li><li>Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement.</li><li>Actively supports work/life integration in the workplace.</li><li>Recruits, hires and engages high performing diverse employees.</li></ul>
<b>Adaptability</b>	<ul style="list-style-type: none"><li>Anticipates and adapts to changing priorities and additional demands.</li><li>Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell's capacity to thrive in the future.</li><li>Embraces, promotes and implements change.</li><li>Modifies one's preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains.</li></ul>
<b>Self-Development</b>	<ul style="list-style-type: none"><li>Is self-aware; seeks and acts upon performance feedback.</li><li>Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance.</li><li>Works to continuously learn and improve.</li><li>Applies learning to evolving assignments.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>Expresses thoughts clearly, both orally and in writing.</li><li>Demonstrates effective listening skills; seeks to understand and be understood.</li><li>Asks questions and shares knowledge and information to help others clearly understand processes and desired results.</li><li>Gives, receives and acts upon helpful and timely feedback.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust.</li><li>Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies.</li><li>Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work.</li><li>Has a positive attitude and understands how behaviors impact others.</li></ul>
<b>Service-Minded</b>	<ul style="list-style-type: none"><li>Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers.</li><li>Supports ideas, solutions and changes to processes to ensure high quality outcomes.</li><li>Reaches out in a timely and responsive manner to resolve problems and conflicts.</li><li>Negotiates well, finding and orchestrating win-win solutions.</li></ul>
<b>Stewardship</b>	<ul style="list-style-type: none"><li>Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency.</li><li>Demonstrates high standards of personal conduct and owns the consequences of one's own actions.</li><li>Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making.</li><li>Shows commitment to unit and Association goals and delivers results.</li></ul>
<b>Innovation</b>	<ul style="list-style-type: none"><li>Looks for advancements in products, processes, services, technologies or ideas.</li><li>Identifies opportunities in challenges and shows initiative to make changes.</li><li>Demonstrates innovative, creative and informed risk taking.</li><li>Shows foresight and imagination to see possibilities, opportunities and trends.</li></ul>