

**Emerald Bay: Western Los Angeles County Council  
Kitchen Staff Job Opportunity  
Santa Catalina Island, CA**

**Position Title:** Kitchen Staff

**Company/Organization:** Emerald Bay owned and operated by the Western Los Angeles County Council, Boy Scouts of America

**Location:** Camp Emerald Bay, Santa Catalina Island, CA

**Dates of Employment:** March-November 2022

**Number of Positions:** 6

**About the position:**

The Kitchen Staff will report to the Head Cook and Kitchen Manager. Kitchen Staff rotate through each position and area in the kitchen included by not limited to the dish room, commissary, prep, salad bar, dining hall, and inventory. We serve up to 800 campers and staff during meals, so it is imperative that the kitchen operations and protocols are followed precisely.

**Summary of Position and Responsibilities:**

1. Assist the Head Cook in preparing food
2. Maintain health and safety standards
3. Ensure that food is properly and safely prepared, cooked, and served
4. Clean the cook stations at end of shift
5. Work with the Inventory Specialist to find out how much product is needed on hand
6. Setting up Dining Hall for daily meal service
7. Assist the Kitchen Manager in maintaining standards of cleanliness
8. Set up and maintain Trash, Recycle, Compost bins, Bus Tubs on Front Porch, Bistro and Pavilion
9. Put food out and monitor the serving lines
10. Check off end of Shift Check List
11. Other Duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required.

- Education and/or Experience
  - High School Diploma or equivalent
  - California Food Handler's Permit
- Knowledge, Skills and Abilities
  - Recommended experience working in food service (dishwasher, cooking, prep, cleaning, etc)
  - Ability to work effectively with co-workers
  - Ability to speak effectively to groups or individuals
  - Ability to climb up and down stairs
  - Ability to lift 50 lbs
  - Ability to read and interpret documents i.e. safety rules, operating and maintenance instructions, and procedure manuals

**Physical Demands & Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, reach, and talk or hear. Must be able to perform repetitive motions 85% of the time. Must be able to lift 50 lbs.

**About the Camp and Location (Camp Emerald Bay):**

The Emerald Bay Kitchen is owned and operated by the Western Los Angeles County Council of the Boy Scouts of America and is located at Camp Emerald Bay on Catalina Island. The camp's mission is to build good people through outdoor education so that they will develop values, acquire leadership skills, and become stewards of our world. Located on the western end of Catalina Island, camp is remote, with limited access to the towns of Two Harbors and Avalon. Two Harbors is 7 miles away (30min drive) and Avalon is 26 miles away (2 hour drive).

The summer is camp's busiest time of the year when we may have as many as 700 scouts and scout leaders staying in camp during a week. Kitchen staff members are scheduled to work 5-6 days a week for 6-8 hour shifts each day with breaks included. Because we are a Boy Scouts of America camp, we have a uniform requirement that follows Scouting guidelines:

- Staff T-shirts
- Pants or Shorts past the knees
- Non-slip shoes

Staff members live in wooden cabins that have eight bunks with a storage locker and drawer for each occupant. Cabins are organized by gender and age (for example, over 18 females live with over 18 females and under 18 females live with under 18 females). There are separate restroom and shower facilities for genders that are separate from campers.

In Spring and Fall, camp hosts/operates various youth outdoor education programs for weekdays and weekends with anywhere from 20-600 participants in camp at once.

**Application Instructions:**

Please submit the following documents to Kitchen Manager, Larry Sweets:

- **Resume**
- **Contact information for three professional references**
  - Include name, title, phone number, and email address for every reference.
  - Letters of recommendation are not required to apply.

If your application is incomplete, you will not be considered for the position.

Please direct questions regarding the position to:

Larry Sweets  
Emerald Bay Kitchen Manager  
Larry.Sweets@scouting.org  
310-510-1795 x14