



BUCKHORN CAMP

SUMMER CAMP & RETREAT CENTER

KITCHEN/HOUSEKEEPING STAFF

SUPERVISOR: Hospitality Specialist, Site Director **DATE RANGE:** Negotiable, mid-May thru September/October

ESSENTIAL FUNCTIONS

- Assist hospitality specialist with food service needs including but not limited to meal prep, serving, and clean-up
- Assist hospitality specialist with housekeeping needs for Buckhorn facilities including but not limited to cleaning of cabins, lodges, and group meeting spaces

ADDITIONAL RESPONSIBILITIES

- Ability to take direction
- Maintain a cooperative and constructive relationship with all other camp staff
- Participate in staff training sessions
- Follow Camp's rules and regulations as outlined in staff manual
- Other responsibilities as needed by Site Director/Hospitality Specialist during summer camp
- Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and use of drugs
- Encourage respect for personal property, camp equipment, our outdoor spaces, and facilities
- Manage time off in ways that don't detract from ability to fulfill staff duties
- Complete necessary paperwork and health information as requested and submit all required reports and evaluations on time
- Follow and uphold all food/cleaning safety rules and procedures
- Assist hospitality specialist with food/equipment order fulfillment

PHYSICAL DEMANDS OF THIS JOB

- Ability to communicate orally and in writing
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to enforce safety regulations and execute appropriate emergency procedure
- Physical ability to respond appropriately to situations requiring first aid. *Must be able to assist others in an emergency (fire, evacuation, illness, injury, etc.)*
- Ability to safely and properly use kitchen equipment
- Duties will include/require prolonged standing, bending, stooping, walking, working in a setting at approx. 8,000 ft. elevation
- Hand-eye coordination and manual dexterity to manipulate equipment
- Ability to lift and move items up to 50 lbs.

COMPENSATION

Financial compensation is dependent on experience; pay starts at \$13 per hour

All Buckhorn seasonal staff are provided the opportunity for on-site lodging, meals when camps are in session, access to 320-acres of remote wilderness in a beautiful mountain setting, scheduled time off, and relatively close proximity to Fort Collins, Loveland, Cheyenne, and Laramie!

Applicants for this position who live within reasonable driving distance are not required to live on-site as long as the distance does not impede one's ability to arrive on-time and perform the duties needed. However, short-term overnight housing is available if applicant desires.