



# OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • [www.ovycamp.org](http://www.ovycamp.org) • [info@ovycamp.org](mailto:info@ovycamp.org)

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Hello Kitchen Assistant Candidate,

Thank you for your interest in becoming part of the Kitchen Team at OVY Camp (Optimist Volunteers for Youth Camp). This is not just another summer job - becoming a Kitchen Assistant at OVY Camp is an opportunity to make a positive and lasting impact on children through your passion for food.

**OVY Camp is about building community and connecting youth with nature.**

Located in the redwood forests of the Santa Cruz Mountains, just five miles from the Pacific Ocean, OVY Camp ([www.ovycamp.org](http://www.ovycamp.org)) has a long, rich history in San Gregorio, California. For the past 65 years, we have taken pride in providing an affordable, high-quality summer camp experience to low-income youth of the greater San Francisco Bay Area.

OVY Camp is a five-night, six-day residential summer camp for youth entering 5th-9th grades. The camp program costs families as little as \$25 per camper! Campers learn positive behavior and communication skills, sleep in cabins and teepees, take in nature hikes in the redwood forest, shoot bow & arrows, swim in the pool, have campfires, go for a field trip to the ocean, sleeping out under the stars, go for creek walks, and make some very deep connections with their peers and Staff alike.

**In the kitchen:**

We support our kids by serving them some of the best food they've ever had: breakfast, lunch and dinner. We work hard to serve nutritious and delicious meals everyday - using organic and local ingredients when possible. In fact, many of our camper reviews say the food and kitchen was their favorite part of camp!

**Compensation:**

- *Stipend:* \$500 per week (6 weeks: 1 week of Staff Training & 5 weeks of summer camp program)
- *Room & Board during Summer Camp Season:* Room & Board during Summer Camp Season.

**Duration of position:**

Summer Camp Season : June 16 - July 27, 2024 (Includes 1 week of Staff Training & 5 weeks of summer camp program)

**Ideal Candidate would have:**

- Desire to work with youth and be a role model and leader.
- Ability to maintain a strong work ethic over long hours.
- Strong organizational and communication skills.
- Passion for nature and education.
- Interest in being a part of a mission-driven team.

If you are interested, please take the time to email a completed Kitchen Assistant Application that can be found on our website: [www.ovycamp.org](http://www.ovycamp.org). Listed below is a job description for the Kitchen Assistant. Thank you and we look forward to receiving your application soon!

Sincerely,

Owen Mylod Yee  
Program Director  
[ovycampmail@gmail.com](mailto:ovycampmail@gmail.com)



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## Kitchen Assistant Application

**\*Please attach a resume and the names and contact information for three professional references.**

### Applicant Information

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Home Phone: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Are you at least 17 years of age? Yes  No
2. Are you willing to have your fingerprints taken and processed through state and federal agencies and/or submit to a background check conducted by an agency of our choice? Yes  No
3. Are you willing to abide by our "No Alcohol, No Illegal Drugs" policy? Yes  No
4. Were you ever discharged from employment for any other reason except lack of work, funds, disability, or medical condition? Yes  No
5. Are you legally entitled to work in the United States? (If you are hired, you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment) Yes  No
6. Have you ever been charged and/or convicted of any criminal offense (felony or misdemeanor)? Yes  No

*If yes, on a separate piece of paper: state the nature of the crime(s), when and where convicted, and disposition of the case. (Conviction of a felony will not necessarily disqualify you from employment. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)*

### Job Description Below. Answer the following questions on a separate piece of paper.

1. Why are you interested in the Kitchen Assistant position at Ovy Camp?
2. Describe any experience or training you have working with youth.
3. Describe any experience or training you have working with food?
4. How did your passion for food develop?
5. Please elaborate on the special skills that make you uniquely qualified for the Kitchen Assistant position.
6. What do you hope campers gain from their week at Ovy Camp?
7. What makes you a leader? How can you become a better leader?
8. How would you describe your strengths and weaknesses?
9. What are some challenges you've experienced in past positions?
10. Have you ever worked as a member of a team? Please elaborate on your experiences.
11. How do you deal with timelines?
12. How do you deal with stress in general?
13. Give an example of something you have accomplished that makes you proud.



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## OVY Camp 2024

### Job Description

**Position:** Kitchen Assistant

**Reports to:** Kitchen Coordinator and Program Director

**Compensation:**

- **Stipend:** \$600 per week (6 weeks: 1 week of Staff Training & 5 weeks of summer camp program)
- **Room & Board during Summer Camp Season:** Room & Board during Summer Camp Season.

**Position Requirements:**

- Must be 17 years of age or high school graduate.
- Must be able to obtain or become certified in First Aid/CPR/AED and as a Food Handler thru ServSafe or an equivalent certification.
- Comfortable interacting with youth of all age levels.

**Dates for Summer Camp Season:** June 16th - July 27, 2024 (Includes 1 week of Staff Training & 5 weeks of summer camp program)

**Job Summary:**

The Kitchen Assistant supports the Kitchen Coordinator in the overall food-service operation of the camp including preparation, nutrition, service, sanitation, customer service, and record keeping.

**Essential Job Functions:**

- Assist in the daily operations of the camp food and dining service, including assisting in the coordination of activities between the kitchen and program.
- Support the planning and preparation of nutritionally balanced camp meals, snacks, and pack-out food, including washing, chopping, prepping and helping cook 3 meals a day for 100 people.
- Ensure safe and efficient preparation and serving of camp meals.
- Assisting with food-sourcing, collection, and procurement.
- Coordinate menu planning for camp as directed by the Kitchen Coordinator.
- Help track inventory and order food, equipment, and supplies. Arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
- Maintain high standards of cleanliness, sanitation, and safety.
- Clean and maintain all food-service areas, including kitchen, dining hall, storage, kitchen recycling.
- Inspect equipment and ensure equipment is repaired as necessary.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.

**Knowledge, Skills, and Abilities:**

- Be able to take direction and prepare food according to specification.
- Have experience working with children and/or high-school age youth.
- Have some knife skills and knowledge of a variety of cooking methods.
- Knowledge of and experience in preparation of special dietary foods.
- Knowledge of current health and safety laws and practices is essential.
- Be interested in agriculture, sustainable farming, and food ethics.



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## **Physical Aspects of the Job:**

- Ability to effectively communicate orally.
- Physical ability to lift and carry 50 pounds.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities as well as camper and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to safely and properly use kitchen equipment.
- Ability to provide first aid and to assist campers and staff in an emergency.

*Some physical requirements of a Kitchen Assistant include endurance, prolonged standing, some bending, and stooping; requires eye-hand coordination and manual dexterity to manipulate kitchen equipment; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate kitchen functions and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours.*

[OVY Camp follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. OVy Camp strives to reflect the community it serves and strongly encourages applicants from diverse backgrounds to apply. All applicants will be evaluated on the basis of their unique skills and attributes.]