

# CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9635

## **DAY CAMP ASSISTANT DIRECTOR**

### NATURE OF WORK

This work involves operating the kitchen at the Hummel Park Day Camp.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Prepares food buckets, liquid refreshments, and snacks for each tribe daily.

Monitors food supplies and places orders as needed while maintaining budget guidelines.

Keeps the kitchen and all supplies clean.

Provides customer assistance, responding to inquiries and complaints.

Judges morning songs.

Fills in as Camp Director in the director's absence.

Fills in as counselor as needed.

Cleans the facility and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the duties required to operate a large kitchen facility.

Ability to operate a kitchen facility and the appliances it contains.

Ability to organize a large kitchen to maximize efficiency in time, cost, and labor.

Ability to prepare meals for a large number of people.

Ability to order food and supplies in discreet quantities.

Ability to communicate effectively with workmates and the public.

Ability to understand oral and written instructions.

Ability move about the facility 75 to 100% of the workday.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including some nights.

Must possess a valid driver's license.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone  
Kitchen Appliances  
Vehicle