



*The mission of The American Legion, Department of Wisconsin is to provide service to veterans, their families and their communities.*

<b>POSITION:</b> Kitchen Helper, \$10-\$20 per hour	<b>DATE CREATED:</b> April 2021
<b>DEPARTMENT:</b> Camp American Legion	<b>STATUS:</b> Seasonal, Full Time
<b>REPORTS TO:</b> Camp Director	<b>PREPARED BY:</b> Department Adjutant
<b>LOCATION:</b> Camp American Legion, Tomahawk	<b>APPROVED BY:</b> Department Adjutant

### **ORGANIZATIONAL OVERVIEW:**

The American Legion is a not-for-profit Veteran Service Organization (VSO) chartered and incorporated by Congress in 1919. The American Legion is the nation's largest wartime veterans' service organization, committed to mentoring youth and sponsorship of wholesome programs in our communities, advocating Americanism and honor, promoting strong national security, and continued devotion to our fellow service-members and veterans.

The American Legion was founded on four pillars:

- 1. Veterans Affairs & Rehabilitation**
- 2. National Security**
- 3. Americanism**
- 4. Children & Youth**

Camp American Legion has been operated by The American Legion, Department of Wisconsin since 1925 in conjunction with the State of Wisconsin - Department of Natural Resources and the Wisconsin Department of Veterans Affairs. Located on 300 acres of pristine lakefront property in Oneida County, Camp American Legion is nestled within the heart of The American Legion State Forest. Comprised of 19 cabins, a main lodge, a women quarters, recreational building, and main chapel providing an ideal setting for veterans, those still serving and their families to rest, recover and reconnect in a safe place.

*The mission of Camp American Legion is Helping to Heal those who served, continue to serve, and their families, through Wisconsin's north woods experience.* The primary goal is to provide veteran families a therapeutic retreat through the Northwood's experience that builds stronger family bonds, spiritual resiliency, and improve the overall health and wellbeing of the family.

### **DESCRIPTION**

Under the general supervision of the Camp Operations and Facilities Manager, the Kitchen Helper assists other kitchen staff in the preparation of meals, maintaining dining facilities, food preparation area and equipment in clean sanitary condition.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Assist in preparation and serving of meals

- Assist with set up and clean up of food production area
- Stocks cooking areas with required ingredients
- Assists in cleaning the dining area
- Other assigned duties

**EDUCATIONAL AND/OR EXPERIENCE:**

- High School equivalent and food service experience preferred but not required

**KNOWLEDGE, SKILLS & ABILITIES**

- Ability to read and comprehend simple instructions,
- Ability to perform basic math functions of addition, subtraction, multiplication and division
- Ability to work with a wide range of personalities in a courteous, effective and efficient manner
- Requires attention to detail
- Requires effective oral and written communication skills in interacting with employees

**PHYSICAL REQUIREMENTS**

While performing the duties and responsibilities of this position, the employee is occasionally required to reach above shoulders. The incumbent will regularly stand, walk, sit, talk and listen, and stoop, kneel or crouch. The incumbent is frequently required to move from place to place and use hands to finger or handle. Specific vision requirements for this position include close vision and the ability to adjust focus.

The incumbent will occasionally be required to lift up to 10 pounds.

- Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking.
- Able to lift/carry/push/pull at least 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may require working with difficult clients.

Employee  
Acknowledgment

Date

This position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

The American Legion, Department of Wisconsin is an Equal Opportunity Employer.