

Camp Mimanagish Kitchen Assistant Job Description 2026



Position Type: Seasonal, Nonexempt; Reports to Head Cook.

Timeframe: Onsite start and end anytime between June 10 and October 8, *flexible*.

Work Hours: 40 hours per week.

Compensation: Room and Board plus hourly cash wages based on experience.

Job Description: The Kitchen Assistant is supervised by the Head Cook, who is the culinary leader of the kitchen, in charge of establishing menus, purchasing, and preparing food. The Kitchen Assistant supports the Head Cook in achieving these tasks. Both are integral to maintaining safety and cleanliness in the kitchen, dish room, and dining hall, and other areas as assigned. Groups vary in size from 10 - 60 adults, youth, and children, with 3 meals a day for 5-7 days per week. The Cooks must graciously meet the nutritional needs of persons with special diets and allergies.

Essential Duties and Responsibilities:

- Prepare and serve tasty, healthy, adequately portioned meals on time with minimal waste.
- Respond to special dietary needs of guests
- Treat staff, volunteers, and guests with utmost respect and kindness
- Know and follow all county Health Department regulations
- Maintain kitchen equipment, food inventory, paper goods, and cleaning supplies, in communication with Head Cook and Camp Director
- Assist in shopping and pickup of food orders as assigned
- Closely monitor food waste-management
- Use creativity and available resources to help make improvements and maintain a standard of excellence in the Camp's food service operation
- Maintain superior standards for safety and cleanliness in the kitchen, dish room, and dining hall
- Delegate responsibilities to volunteers in a friendly, fair, and consistent manner
- Assure that staff and volunteers wash and sanitize all dishes, pots, and pans
- Assist with laundry and other cleaning as needed
- Work with the staff team of colleagues to promote Mimanagish values of respect, safety, conservation, community, education, and fun
- Other duties as assigned by the Head Cook

Requirements:

- Experience with food preparation and safety
- Ability to deal effectively and collegially with others
- Takes initiative, follows through on responsibilities
- Montana Food Handler Certification required

- Basic First Aid training required
- Current Driver's License desirable

Background Check, First Aid, Food Handler Training, and Boundary Training are provided.

Physical Aspects of the Job:

- Ability to lift and carry 30+ pounds including unloading food and supplies as needed.
- 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 ability to operate kitchen equipment according to safe, recommended methods.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time
- Ability to provide basic First Aid and to assist campers and staff in an emergency.
- Determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to assess the condition of food.

Equal Opportunity: Singing Waters Montana, dba Camp Mimanagish, is an equal opportunity employer committed to principles of the broadest form of diversity. We therefore value, champion, and embrace diversity in all aspects of Mimanagish activities and respect others without regard to race, color, creed, age, sex (including pregnancy, childbirth, or related medical condition), national origin, religion, marital status, veteran or military status, disability, sexual orientation or identity, personal appearance, family responsibility, or political affiliation. We support affirmative action to the extent permitted by law and equal opportunity programs. We will not engage in any form of discrimination or harassment by staff or participants.

Natural occurrence Clause:

If, at any time, the main Boulder Valley is closed and/or evacuated because of some natural occurrence (e.g., fire or flood) that is beyond the control of the Singing Waters Montana, all employment contracts may be suspended at that time and employees will not be paid during that period. This clause is managed by the Board of Directors of Singing Waters Montana.

Contact: Glenda Barnes glenda.bar18@gmail.com 406-581-0371

ACKNOWLEDGMENT OF POSITION

By signing below, I acknowledge that I have read and agree to accept this Job Position as written. I also accept that Camp Mimanagish may alter job duties and other aspects of the position at any time as needed.

EMPLOYEE SIGNATURE: _____ DATE: _____

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