



## JOB DESCRIPTION: SUMMER PROGRAMS LOGISTICAL STAFF

### Objective:

Position is responsible for supporting the logistical operations of all Brooks School Summer Programs and events by providing seamless hospitality and food services to supervisors, counselors, campers and families to elevate the camp experience.

### Essential Duties

- Works cooperatively and jointly with program supervisors and individuals to provide quality service.
- Manages the collection, proper storage, and distribution of camper lunches and snacks.
- Assists with the daily operations of the camp food and snack services including food preparation and coordinating activities between the kitchen and Summer Programs.
- Assists with the inventorying of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
- Works to help make the kitchen as environmentally friendly as possible, reducing waste, using reusable resources when possible, and helping to recycle when needed.
- Represents the Summer Programs office in a positive manner through actions, words and appearance.
- Demonstrates continuous effort to improve operations, decrease turnaround times, and streamline work processes.
- Follows procedures in food preparation, use and care of equipment, and personal habits to assure that sanitation standards are met as required by the Massachusetts Department of Health.
- Follows standards of safety in preparing, storing and serving food as required by the Massachusetts Department of Health.
- Distributes water to activity areas, monitors, and sanitizes as needed.
- Deals effectively with supervisors, counselors, children and visitors.
- Works closely with supervisors to insure correct pickup, delivery, and transfer of materials.
- Upholds Brooks School safety policies and practices.
- Assists with the organization and operation of special events across camps.
- Moves furniture, folds and unfolds chairs and tables as required.
- Implements the trash collection around the campus.
- Desires to work around and inspire children in a summer camp environment.
- Contacts Summer Programs Office for emergencies and general maintenance needs.
- Models nondiscriminatory practices in all activities.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal camp settings, outdoors and on the telephone; physical agility to lift up to 50 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

### 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. Duties are normally performed in an outdoor environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Director of Auxiliary Programs

### Benefits:

- Competitive hourly rate.

### How to Apply

- Complete application through the Brooks Summer Programs Portal
- Call (978) 725-6253 if you have any questions.

*This job description in no way states or implies that these are the only duties to be performed by this employee. You will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Auxiliary Programs or appropriate administrator. Brooks School Summer Programs reserves the right to update, revise or change this job description and related duties at any time.*

Approval:

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Signature

Date

*I acknowledge that I have received and read this job description.*