

JOB TITLE: CAMP HELPER

GROUP: Teamsters II

LEVEL: Appendix E

FLSA STATUS: Non-exempt

WORKDAYS PER FISCAL YEAR: 180

HOLIDAYS: 11

SUMMARY: The job of the Camp Helper assists in the preparation and serving of daily meals and assists in the cleanup of the kitchen and service area.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future. .*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in the preparation and serving of food in a quick and pleasant manner.
- Assist in the daily cleanup of the kitchen and service areas.
- Support and assist campers in KP duties before and after meals.
- Accept the responsibilities and duties of the next higher position in his/her absence.
- Perform such other duties and assume such other responsibilities as may be assigned by the Camp Kitchen Lead Person or Camp Waskowitz Site Director may assign from time to time.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school graduation or equivalent

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid Food Handler's Permit, health certificate and all other certificates, licenses, endorsements and permits as required for this position by state and local authorities

JOB DESCRIPTION: CAMP HELPER

Work occasional weekends and to be scheduled monthly

Post Hire, pre-employment physical assessment

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Food preparation and use and care of institutional foodservice equipment

School board policies and procedures

ABILITY TO:

Demonstrate exceptional attendance and punctuality

Communicate effectively verbally and in writing

Attend to detail and follow tasks through to completion

Organize and set priorities

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Reports to the Director of Camp Waskowitz or designee

EVALUATION: Camp Helper will be evaluated by the Camp Waskowitz Site Director based upon performance of duties and responsibilities.

PHYSICAL DEMANDS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to stand/walk, bend neck and back, use hands for repetitive grasping and fine manipulation. The employee frequently is required to use hands to, squat, kneel, lift/carry, and push/pull. The employee is occasionally required to sit, climb stairs/ladder reach/lift overhead. The employee must constantly lift/carry up to 10 pounds. The employee must frequently lift/carry up to 20 pounds. The employee must occasionally lift/carry a maximum of 40 pounds. The employee is required to push/pull a maximum force of 10 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

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.

While performing the duties of this job, the employee regularly works in indoor conditions and occasionally works near video display. The noise level in the work environment is usually moderate to loud. All Food and Nutrition Service workers are required to wear all appropriate safety protection devices when using equipment.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.05.09

Revised Condition of Employment, 2022.01.04

Updated by Human Resources to correct number of paid holidays, 2021.04.08

Updated Context and Mission statement, 2021.02.17

Updated to correct the appendix pay level, 2018.03.02

JOB DESCRIPTION: CAMP HELPER

As outlined in the CBA effective 9/1/2016, title change from Camp Cook Helper to Camp Helper, 2017.03.20

Transferred to new format by Human Resources, 2014.10.08

Revised by Human Resources, 5/2012

Updated, 1/10/92

Revised and approved August 15, 1979

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166