

**POSITION: ASSISTANT COOK (Job Description)**  
**RESPONSIBLE TO: HEAD COOK**

**JOB SUMMARY:** The Assistant Cooks assist in food preparation, baking, serving, and clean-up of the Kitchen to meet all standards set out by the Head Cook. In conjunction with the Head Cook, the Assistant Cooks are responsible for the organization, cleanliness, efficiency, and smooth running of the kitchen. Assistant Cooks share in responsibility for quality of food and service in the Dining Room.

**ACCOUNTABLE TO:** Head Cook (and Executive Director, Property Manager and Program Coordinator).

**RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING: (Moderate)** Assistant Cooks will generally have limited opportunity of unsupervised access to children, but there will be situations where they may find themselves in the sole care of a child (or other vulnerable individual) in special circumstances. It is therefore required that the individual be subject to a full level of screening, including a criminal record check, in person interview and the checking of at least two references. Assistant Cooks must be careful not to put themselves in a situation where they are alone with a camper in a closed room.

**JOB RESPONSIBILITIES:**

To familiarize him/herself with the total function of the kitchen staff responsibilities, as outlined in the Head Cook's job description; and then to fulfill these responsibilities as designated by the Head Cook.

To assist the Head Cook in all the kitchen work. The Head Cook may delegate some of his/her functions to the Assistant Cook.

To actively work to support the Head Cook in:

- creating a team atmosphere
- preparing well-balanced, varied meals
- fulfilling the total function of the kitchen

To ensure the kitchen and eating areas are kept clean. This includes cleaning the outside drinking fountain once per day.

To provide friendly, helpful service to all campers, staff and volunteers.

To act as a contributing member of the camp staff, attending all meetings, and assisting in administrative and operational tasks relating to the total camp operation when requested.

To deal with any problems with any staff member immediately and in such a manner as to gain a positive outcome for both parties.

To be aware of his/her part in emergency procedures, and in operation of fire equipment.

To familiarize her/himself with Camp Crisis Response procedures, and her/his role in them.

To monitor his/her own health and sleep so as to ensure completion of their assigned duties.

Respect camp curfews and quiet times.

To keep their room in Branter clean and tidy and assist in keeping the common room clean.

To model enthusiastic, mature Christian leadership to campers and staff;

To be sensitive to and strive toward fulfilling the Mission of the camp;

To take care of camp property and assist in keeping the camp clean. This includes the sanitizing of the hand washing station and water fountains.

To carry out other tasks as requested by the Head Cook or the Executive Director.

To assist Camp Parents, volunteers and Crew participants in their jobs in the kitchen and dining room.

To wear appropriate clothing in the kitchen, head wear and closed toed shoes.

Responsible for ensuring proper utensils are used for serving at meals

Prepare snacks and evening mug-ups at camps, including for volunteers and staff the first evening of each week and as requested by the Executive Director or Head Cook.

Evaluation: A performance evaluation for the Assistant Cook will be conducted mid-summer and at the end of the summer season by the Executive Director and/or the Head Cook.