

Reference: Canyon Church Camp Policy and Procedures Manual

5.13 JOB DESCRIPTION FOR ASSISTANT COOK

Qualifications for Assistant Cook

1. Will work under the direction of the Head Cook and must be at least 18 years of age. The following list of duties will be expected in addition to any other relevant duties requested by the Head Cook or Board.
2. Must satisfy a Category C Level Screening as follows; for any overnight programs and any one-on-one activities:
 - a. Provide a current valid **Criminal Records Check with a Vulnerable Sector Included** clear of any incidents. Failure to comply will be grounds for refusal to hire and/or immediate dismissal and removal from camp.
 - b. Provide two references.

Job Description for Assistant Cook

1. Assist the Head Cook to clean and organize the kitchen, dishwashing pit, and storage areas to be ready for the season. Maintain a friendly working relationship with the Head Cook and the Camp Director in order to provide a happy, safe seasonal camp.
2. Keep kitchen dishes cleaned at all times. The dishes have to be washed and rinsed in the hottest water. Wear rubber gloves. Let the dishes air dry and put them away when they are dry. Try to have the cooking pots and dishes cleaned before dishing-up times, as all of the space is needed to hold the food that will be served. Make sure counters and table tops are always clean.
3. Assist the Head Cook in meal preparation e.g. Preparing vegetable and fruit platters and salads and ensuring a bowl of clean fruit is kept on the counter in the Lodge dining room.
4. Before breakfasts make sure all of the cereal containers are full and that there is enough sugar (brown and white) and milk available. Campers make their own toast, but the Assistant Cook ensures that there is bread, butter and jam by the toaster.
5. Before each meal ensure that the juice, water and milk dispensers are clean and filled.
6. Assist the head Cook in passing the bowls and platters of food to the servers.
7. After every meal is done, gather up and combine leftover food, wrap it properly and place in refrigerator or freezer. The campers wash their own dishes, serving bowls and platters. The Assistant Cook washes cooking pots and pans.
8. Sanitize the counters, sinks and floors at the end of the day and if necessary at other times of the day as needed.
9. Wash all of the dish towels and tea towels daily.
10. Clean and fill the napkin holders, salt and pepper shakers, popcorn makers, condiment dispensers, dish and hand soap.
11. After one camp or rental group leaves and before another camp or rental group comes in, put away all of the dishes in the dish pit and sanitize the sinks and counters. If the dish pit is orderly, it will be easier for the incoming rental group to see where everything is kept.

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12. The Assistant cook will adhere to all the rules and regulations of Canyon Church Camp and will remain on site unless permission to leave is granted by the Head Cook or Board.
13. The duties and limitations for this position are as detailed above unless otherwise defined by the Head Cook, Camp Director or Board.