

# KITCHEN ASSISTANT

## **Qualifications:**

The Kitchen Assistant will be able to aid the Head Cook in the kitchen, preparing and serving meals and snacks for 100-160 people each day. He/she will be able to communicate effectively with the Head Cook, kitchen volunteers, staff and directors. NOTE: This year there will be two Kitchen Assistants for each session. As a result, the Head Cook will be more involved in the administrative functions (ordering and menu planning) and less meal preparation. The Kitchen Assistants will also help with the ordering and preparation of food for outtrips. The Head Cook and Kitchen Assistants will hold a valid Good Safety Certificate through the In Good Hands Program, available on-line (paid for by SLMC).

## **Term of Employment:**

Two weeks or One month in July or August.

## **Responsibilities:**

- Work directly with the head cook and under their direct supervision to
- Be available to receive special dietary instructions from parents on opening day;
- Attend meeting with volunteers at the beginning of each camp;
- Organize table setting with cabins and staff;
- Organize food clean-up storage at the end of every meal. Everything must be dated according to the date the food is made and the recommended expiry date;
- Ensure that there are snacks (i.e. fruit or yummy leftovers) available for the staff. food must also be thrown away when it is no longer edible;
- May be required to make the vegetarian option as directed by the Head Cook;
- Ensure that all camper and staff birthdays are recognized (ask the directors for camper birthdays);
- Organize evening snack (all-camp, unit or unit-invite campfires);
- Ensure that all kitchen laundry is washed when needed;
- Make and help to clean up coffee and tea in the dining hall (clean out coffee urns, wipe table, provide clean mugs, return dirty mugs to dishwasher);
- Help with food deliveries;
- Participate in search procedures as outlined in the staff manual.

## **Scheduling Considerations:**

All staff will work together to allow for adequate time off, including evenings and rest periods and sessions as required.