

GREEN GROVE CAMP SUMMER STAFF JOB DESCRIPTION

POSITION:

ASSISTANT COOK

Youth Camp

Responsible for providing excellent food services to participants and staff and directly assisting the head cook as the second in charge of the kitchen. Must be comfortable giving direction to others and have a willingness to oversee the kitchen when the Head Cook is not present. The Kitchen Staff consists of one Head Cook and two assistant cooks (also dependant on number of youth attending the camp session). Several volunteers will also assist in the kitchen throughout the session.

JOB SUMMARY

- To work in conjunction with the head cook / volunteers to provide well-balanced meals and snacks for the campers.
- Is directly responsible to the Head Cook and GGC President and Board Members.
- Valid Food Safe Level 1 or Food Handlers Certificate (available as 1 day online course).
- Valid Saskatchewan Class 5 driver's license.

DUTIES AND RESPONSIBILITIES – will include but are not limited to the following:

- Assist the head cook with meal planning, grocery shopping, meal preparation, and meal clean up during the camp session.
- Required to assist head cook in set up of kitchen and meal prep for staff orientation several days prior to camp start date.
- Be in the kitchen on time as coordinated with the Head Cook ready to go.
- Assume roles and responsibilities of the Head Cook in the absence of the Head Cook.
- To assist in the cleaning duties and inventory related to the kitchen and dining hall.
- To ensure that the kitchen and dining hall meet health and safety standards.
- To adhere to the policies, practices, and procedures of GGC, and to always act as a positive role model.
- Be a role model of healthy living, positive energy, sound work ethic and good communication skills.
- To engage with campers in a friendly, professional manner.
- Be an active participant in the debriefing at the end of each day as a team under the direction of the Director or in the Director's absence the next in charge being the Assistant Director.
- Must complete a written evaluation at the request of the President and submit to the President within 10 days after the end of the camp session.

* Will be required to help assist head cook in set up of kitchen and meal prep for staff orientation several days prior to camp start date (to be determined).

These statements on duties are not to be taken as the final and only work to be done by staff members.