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## Bayside Camp and Retreat

# Position Description | Assistant Cook

### Position Purpose:

To assist the Cook in preparing and serving nutritious meals and snacks to the campers. Assist in maintaining the cleanliness of the kitchen, dish-room and dining hall.

### Essential Job Operations:

- a. Assist in the daily operations of the camp kitchen:
  - a. Assist in the preparation of food such as washing and peeling vegetables, baking and other food prep.
  - b. Prepare tables for serving of meals.
  - c. Ensure that all food is properly stored.
  - d. Prepare evening snacks.
  - e. Help unload and put away food deliveries
  
- b. Assist in routine cleaning of the kitchen, equipment and dishroom:
  - a. Clean and keep up the cleanliness of the kitchen and related equipment.
  - b. Ensure that prep dishes are cleaned and maintained.
  
- c. Assist in preparation and packaging of food for use outside the dining hall:
  - a. Help with food prep for offsite camping.
  - b. Advise staff on how to use equipment, etc for offsite food prep.
  - c. Assist with the distribution of tuck.
  
- d. Assist in maintaining an accurate inventory of food supplies in the organization of food storage areas



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## Employment Details

<b>Weeks of Work:</b>	8-10
<b>Start Date:</b>	—
<b>End Date:</b>	August 28, 2023
<b>Staff Training Dates:</b>	Highly recommended conference weekend: May 10-12 Mandatory staff training: May 24-26, June 7-9
<b>Gross Salary:</b>	Base Rate: \$380/week

## Requirements/Skills

- At least 17 years of age
- Current Food Safety (Handler's) Certificate
- Previous cooking/kitchen experience or a passion for cooking and willingness to learn
- Current CPR level C and Standard First Aid
- Previous camp experience preferred
- Ability to work with children and adults
- Familiarity with current Canada Food Guide recommendations
- Flexibility to deal with changing schedules and special dietary concerns

## Other Responsibilities

- Assist the Food Services Manager in the preparation, serving, and clean-up of meals and snacks under his/her supervision
- Assist in the supervision of campers and staff in the preparation, serving, and clean-up of all meals and snacks
- Assist the Food Services Manager in ordering necessary food items
- Assist in cleaning and closing up the kitchen and fridges at the end of each week
- Assist in the storage of leftovers, paying attention to expiry dates
- Participate in prayer times and Bible study in accordance to Bayside Camp's Statement of Faith
- Carry out other duties as assigned by Director

## Relationships/Accountability

Reports to: Cook, Executive and Associate Directors  
Peer Relationships: Assistant Cook, Camp Staff  
Internal Relationships: Camp staff, campers  
External Relationships: Parents, Campers