

Office Address

201 – 380 Leathead Road,
Kelowna, BC, V1X 2H8

**Camp Address**

2411 Westside Place,
Kelowna, BC, V1Z 3T5

ASSISTANT COOK

RESPONSIBLE TO: Head Cook

QUALIFICATIONS:

- Commitment to the Christian aims and purposes of the Camp
- Willingness to take direction and follow instructions.
- Kitchen experience preferred.
- Food Safe recommended
- Ability to assist the cook in meal prep and maintenance of kitchen facilities.
- Ability to relate well to children.
- Must be at least 17 years old.

RESPONSIBLE FOR:

- Assist Head Cook in the preparation and serving of meals, snacks, and mug-up.
- Prepare milk, juice, and water jugs for each meal.
- Put away and store all cooking supplies properly.
- Clean the grill and coffee area after each use
- Wash and sanitize walk-in freezer weekly.
- Assist with kitchen set up at the beginning of the season as well as the end of season clean-up and storage of equipment.
- Maintain cleanliness of kitchen, dining hall, and equipment.
- Follow the kitchen schedule and menu plan.
- Assist with special requests to accommodate programming or themes.
- Note any allergies or special diets. Ensure no exposure to allergies as directed by the Head Cook and the Camp Nurse.
- Assist in other duties as directed by the Head Cook. Assist in the preparation of food as the planned menu indicates Set up food, supplies, and utensils for dining hall distribution.
- Store food and leftovers according to Food Safe standards.
- Clean and maintain all food-preparation and storage areas.
- Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
- Work with head cook, kitchen aide, and other staff in organizing supplies for any meals eaten off-site to ensure adequate and accurate amounts and variety and ensuring all equipment is in good working order.
- Assist in other duties as directed by the Head Cook.
- Proper disposal of waste, recycle materials and compost. Think Green!

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- Responsible for end of season clean up duties as directed by the Camp Director and according to Camp procedures and policies.
- Provide evaluation report for Assistant Cook position with recommended changes, by Aug. 31st of camp year, to jobs@campaoc.com

Essential Functions:

- **Work and participate as a team member with other staff in all aspects of camp life.**
- Visually observe behaviour of campers in your care, and report any concerns to Head Cook.
- Visually identify hazards in your program area, and respond appropriately.
- Be able to work and communicate well with a variety of age groups.
- Actively participate in every aspect of camp life when duties allow.
- Have a high standard for the care of your personal possessions and be tidy in your personal living space and those of others.