

Office Address

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

**Camp Address**

2411 Westside Place,
Kelowna, BC, V1Z 3T5

Kitchen Aid/Program Assistant

RESPONSIBLE TO: Head Cook and Program Coordinator

QUALIFICATIONS:

- Commitment to the Christian aims and purposes of the Camp.
- Willingness to take direction and follow instructions.
- Kitchen experience preferred.
- Ability to work independently and take initiative

RESPONSIBLE FOR:

- The overall clean-up of the kitchen area including:
- Washing and drying pots, pans, utensils, and dishes used in the kitchen
- Putting away and storage of above properly.
- Cleaning floors as directed by cook.
- Cleaning working surfaces including the grill and keeping the kitchen tidy
- Washing the walk-in freezer weekly.
- Washing floors daily.
- Cleanup of coffee area.
- Assisting with meal prep as directed by the cook including:
- Preparation of milk and juices.
- Making and buttering of toast.
- Assisting with the serving of food and snacks as directed by cook.
- Assisting the cook in preparation of meals and snacks. Maintaining cleanliness of kitchen and equipment. Assisting in other duties as assigned.
- Noting any allergies or special diets. Ensuring no exposure to allergies as directed by the cook and the medical attendant/camp nurse.
- Other duties as directed by the Head Cook.
- Proper disposal of waste, recycle materials and compost. Think Green!
- Assisting with the running of various camp programs, primarily sports and adventure programming
- Work independently or with a group, consult the program coordinator when looking for ways to support the team
- Fill in for staff members as necessary
- Function as a member of the kitchen staff and the programming staff
- Run camp wide programs and activities
- Complete end of summer review with suggested changes that will be reviewed by the program and staffing committee

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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.