



The MacKenzie Camp Society

Box 133, Armstrong, BC V0E 1B0 Email maccamp@shaw.ca
Phone: 250-838-6293 Website: www.mackenziecamp.ca

JOB DESCRIPTION (# 060 Feb 2010)

JOB TITLE: ASSISTANT COOK

REPORTS TO: Head Cook, Camp Director, Executive Director, President of Society, or Chair of Personnel Committee

REQUIREMENTS:

1. current Food Safe certificate an asset
2. WBC Level 1 First Aid (part of camp training)
3. experience cooking for groups of 50-100 people an asset.
4. experience working in a children's camp setting
5. secondary school or Community/Vocational College
6. no known illness, contagious condition, or infection.
7. willing to cooperate and be a part of the kitchen staff and camp community
8. must consent to a Criminal Records Check, if over 17

JOB SUMMARY:

The Assistant Cook is responsible for the providing assistance to the Head Cook. In consultation with him/her they maintain a safe, clean kitchen. Together they prepare a variety of meals and snacks for the entire community at camp. This experience is particularly beneficial to a student preparing for a career in culinary arts.

RESPONSIBILITIES:

1. Be familiar with all camp policies, procedures and the kitchen manual.
2. Be familiar with the General Camp Rules and the Camp Health Plan.
3. Practice Food Safe standards for food prep, serving, storing, and kitchen procedures.
4. Accept direction from the Head Cook.
5. Assist the Head Cook with menu planning and preparation of meals. This plan must meet the Canada Nutrition Guidelines and include special diet needs of staff and campers.
6. Maintain a food supply rotation.
7. Assist in maintaining an accurate inventory of food.
8. Participate in evaluation and offering suggestions for future camps.
9. Support and encourage kitchen volunteers as they adjust to their role.
10. Arrive on time in the morning for work, and after all breaks.

SUPERVISION:

1. The day to day supervision will be by the Head Cook who is an experienced employee.
2. The Camp Director and the Executive director are also available for consult if required.
3. The assistant Cook will adhere to assigned time off and will return to the kitchen to resume work.
4. Participation in camp programs is with permission from the Head Cook and **Camp Director**.



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SAFETY:

1. The kitchen has a first aid kit and camp has a First Aid Attendant on site.
2. The Head Cook ensures that knives, meat slicers, mixers, hot cooking pots are safely handled and cleaned with care.
3. Kitchen cleanliness, supervision, following Food Safe and Health Department Standards, and proper dish washing will ensure a safe kitchen.

NOTE: MACKENZIE CAMP IS A DRUG FREE ENVIRONMENT. THE BOARD OF DIRECTORS EXPECTS THAT STAFF BE HEALTHY ROLE MODELS FOR CAMPER. NO ADDICTIVE SUBSTANCES, ILLEGAL DRUGS , ALCOHOL, TOBACCO, OR MARIJUANA ARE ALLOWED.