



Kitchen Assistant

The kitchen assistant is responsible for aiding and assisting the head cook and assistant cook. They will work with the cooks and volunteer kitchen helpers to ensure that meals are well-balanced and nutritious, cost-efficient, and served in a timely manner. They will also ensure that the kitchen meets all applicable health and safety standards and is kept clean and organized. While the kitchen staff work as a team, the head cook is ultimately responsible for the kitchen team and will assign work and duties to the kitchen assistant as needed.

Responsible to: The Director

Wage: \$500/week

Security Level: High

Duration: Orientation Weekend: May 10 - 12, 2024
4:30 PM, June 23, 2023 - August 30, 2024

Qualifications

- Must be at least 18 years of age
- Must have cooking experience in a commercial kitchen
- Must be willing to work in an environment with children
- Possess Food Safe Certification

Responsibilities

In their capacity as kitchen assistant, the staff member will:

- Assist with the preparation of daily breakfast, lunch, and dinner (including desserts), afternoon snack and evening cocoa
- Follow the head cooks instructions to ensure that meals are well-balanced and nutritious
- Be aware of the head cooks instructions on dietary needs of staff and campers including allergies, vegetarianism/veganism, lactose-intolerance or other issues
- Ensure that all applicable health and safety standards are adhered to
- Ensure that the kitchen is clean and organized
- Sweep and mop the kitchen floors and walk in cooler after meals
- Help with dishes and operate the sanitizer when needed
- Remain on site following the end of summer to ensure that the kitchen is properly cleaned and inventory is taken as per the head cooks instructions
- Complete any additional duties or work as assigned by the head cook and assistant cook

Qualifications for All Camp Maskepetoon Summer Staff

The ideal candidate for all positions will:

- Understand the purpose and philosophy of Camp Maskepetoon
- Have experience in planning and implementing programs for youth



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- Possess excellent communication, organizational, and leadership skills
- Have an interest and enthusiasm for camp experiences
- Have an understanding of United Church Theology (this will be covered in training)
- Demonstrate an understanding of, and keen interest in, working with youth
- Be able to work and live closely and effectively with other staff members
- Have the emotional stability to place campers' needs before personal desires
- Be in good health and physical condition with the stamina needed to work long days
- Possess a Standard First Aid (SFA with CPR Level C) certificate or equivalent
- Obtain a satisfactory police information check with vulnerable sector search
- Be able to fulfill all responsibilities as outlined below
- Be willing to adhere to and model all health and safety protocols

Responsibilities of All Camp Maskepetoon Summer Staff

All members of staff will have the following responsibilities:

- Attend training sessions and planning meetings prior to camp
- Live communally, on-site, for periods of seven to ten days
- Conduct oneself at all times in a manner that is both professional and consistent with the philosophy of camp as set out by Camp Maskepetoon, the guidelines of The United Church Camping Standards manual, and the guidelines of the Alberta Camping Association (ACA)
- Act as a role model for campers, volunteers, and other staff
- Develop and implement inclusive programs that are age and time appropriate and designed with specific goals of skill acquisition relevant to the program area
- Contribute to the planning and implementation of all daily and special camp activities. Participation is required in all camp activities.
- Supervise daily skippers (chores around camp). It is ultimately the responsibility of the staff member to ensure that all jobs are completed in a timely and efficient manner
- Demonstrate a positive enthusiastic attitude and to encourage enthusiasm in campers and volunteers
- Maintain a high level of communication and develop an excellent rapport with the camp director, other staff, and volunteers
- Participate in camp set-up and end of season clean-up
- Be familiar with all emergency procedures
- Help maintain order during all camp activities
- Work with all staff to ensure the camp is kept clean and in good order
- Carry out any other duties as assigned by the camp director
- Ensure all equipment and supplies are prepared for activities and properly cleaned and stored at the conclusion of the activities or day
- Submit a camp summary report to the board of directors by the required deadline. This report will include: An inventory of program supplies and equipment; program specific comments – what worked, what didn't; and suggestions for next year



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- Arrive on camp at least two hours prior to the arrival of the buses or at a time established by the director. Staff may periodically be assigned to accompany campers on the bus to or from Camp.
- Read and understand the Camp Maskepetoon Summer Policy Manual and position-specific manual

All summer staff members are ultimately accountable to the Camp Maskepetoon Board of Directors. The director is responsible for all on-site camp staff.