

**Camp Address**  
2411 Westside Place,  
Kelowna, BC, V1Z 3T5



**Office Address**  
201 - 380 Leathead Road,  
Kelowna, BC, V1X 2H8

### **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.

Email – [oac.director@gmail.com](mailto:oac.director@gmail.com) Phone – 778 803 7719  
[www.campoac.com](http://www.campoac.com)

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- 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.
- Be prepared and willing to assist with the overnight supervision of campers.

**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.

We encourage staff applications from everyone, regardless of your situation. If you identify as part of a minority and/or have a disability, we are dedicated to working alongside you to help ensure an equitable and inclusive hiring process.