Position Description: Head Kitchen Assistant

All Camp Douglas Staff are expected to be servant leaders, with the flexibility and willingness to help out wherever help is needed. The following is an outline of the specific responsibilities of the position that you will be filling this summer. Most important, however, is your role as a living example of what it means to be a member of a Christian Community: Leading, living, laughing, and giving with love, patience, and understanding.

**The Head Kitchen Assistant** Is responsible for assisting the Cook in carrying out his/her duties, helping to prepare meals and keeping the kitchen clean. He/she reports to the Cook and the Directors.

**Qualifications & Skills:**

1. A committed relationship with Jesus Christ, a mature, growing faith and the freedom to share the same.
2. An understanding of and caring for children, and the ability to live and work in a camp environment.
3. The ability to work with other staff in a spirit of co-operation.
4. A demonstrated willingness to participate in full camp activities.
5. A minimum of 17 years of age.
6. Valid Food Safe Certification.
7. A successful result from screening procedures such as: police record check, reference checks and verification of special training certificates.

**Orientation, Training, Supervision & Evaluation:**

1. Training week will provide 5 days of full-time orientation and training in the following areas:
2. The Leading With Care Policy of the Presbyterian Church in Canada
3. Health & Safety procedures such as Universal Precautions, water safety, kitchen rules, archery safety
4. Weekly Emergency Drills for fire, missing camper, stranger/wild animal on property, or other emergencies
5. Common characteristics and developmental stages of children and youth
6. Bible study / worship preparation
7. Camp Douglas Policy manual
8. Property & Activity orientations
9. Mid summer evaluations with Camp Director
10. Daily supervision by the Kitchen Director

**Responsibilities:**

1. To help the Cool prepare meals in a timely fashion in accordance with the camp schedule.
2. To help ensure that enough food is prepared to adequately feed all campers, volunteers, staff, and guests.
3. To help meet the needs of campers with food allergies by helping to prepare alternate food when necessary.
4. To help ensure that campers are adequately hydrated by ensuring that water or juice or other appropriate beverages are always available.
5. To act as a good example and a role model for the Kitchen volunteers.
6. To ensure that the tables are set as needed, and adequate clean cutlery and dishes are available at mealtime.
7. To maintain a clean and sanitary environment in the kitchen, in accordance with BCCA standards and FOODSAFE practices.
8. To participate in camp clean-up through-out the summer and at the end of the summer.
9. To prepare an end of summer report for the Committee.

**Schedule & Commitment:**

1. Camps run Sunday afternoon to Friday afternoon from July to August
2. Training week attendance and participation is mandatory

*\* Camp Douglas Staff may be required to serve where needed. This can include working in the kitchen, cabin leading, or leading programs. A willing and flexible attitude is required!*