

Position: Assistant Cook
Department: Food Services
Reports to: Kitchen Manager and Executive Director
Effective Date: May 2016

The assistant cook is responsible for bringing the mission of Gracefield Christian Camp and Retreat Centre to all guests, campers and staff. The team fulfils the mission through the ministry of hospitality and food services. The assistant cook is accountable to the kitchen manager for assisting in the preparation of quality meals to all guests, campers and staff, including cleanup and dishwashing. The assistant cook will, during the kitchen manager's time off supervise all kitchen staff: assigning tasks, rotating responsibilities, maintaining good relationships among staff, ensuring meals are prepared and served on-time and that dietary needs of all guests is considered; consults the Executive Director or designate with any serious problems.

Roles, Responsibilities and Tasks:

1. Assists with food preparation, cooking and serving.
2. Assists with dining hall set-up and cleanup including condiments and beverage service
3. Performs cleaning duties as assigned by the kitchen manager, including assisting with dishwashing and storage of clean dishes after each meal.
4. Maintains a clean, sanitary and orderly kitchen.
5. Maintains a neat and orderly appearance while serving guests as well as a clean and sanitary bodily condition while preparing food. Serving should be done in clean and neat clothing or "whites" while preparation may be done in more casual clothing providing it is sanitary eg. regular washing of hands and clean aprons and that concerns such as long hair are addressed. Hats or hairnets are essential in both service and preparation.
6. Attend pre-camp staff training sessions.
7. Attend staff Bible studies when time permits

Gifts, Skills, Experiences, Qualities and Position Requirements:

1. Ability to work independent and as part of a team
2. Ideal candidate will be a committed Christian, with a dedication to Christ and his/her church. His/Her life should exemplify the Christian "good news" of the gospel
3. Gives attention to detail, sets high standards of service, cleanliness and tidiness.
4. Punctual and dependable
5. Pleasant and open personality, ability to relate to guests and campers.
6. Ability to take verbal detailed instruction and follow through
7. Valid food handler's course certificate

Support, Supervision and Evaluation:

The assistant cook reports to, and takes direction from, the Executive Director and kitchen manager. Regular feedback and evaluation will be conducted frequently with a written assessment of the assistant cook's performance completed at the end of the contract.

Schedule and commitment:

The assistant cook will have a 24-hour responsibility, with time off each day (to be arranged with the Executive Director in light of the program schedule). In addition to this the kitchen assistant receives one 32 hour period off each week.