

Position: Assistant Cook
Department: Operations
Reports to: Kitchen Manager and Operations Manager

The Assistant Cook is responsible for bringing the mission of Gracefield Christian Camp and Retreat Centre to all guests, campers and staff. The Kitchen team fulfils their 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 also, during the Kitchen Manager's time off (typically weekends) supervises all kitchen staff (typically one or two assistants): 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; consulting the Operations Manager or designate as needed.

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 e.g. 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 relevant pre-camp staff training sessions.
7. Attend staff Bible studies when time permits

Gifts, Skills, Experiences, Qualities and Position Requirements:

1. Education, experience and/or training in the food service industry including food preparation.
2. Must hold a current Food Services Handlers certificate issued by the Ministry of Agriculture, Pêcheries et Alimentation of Quebec or equivalent.
3. Ability to work independently and as part of a team.
4. Attention to detail, sets high standards of service, cleanliness and tidiness.
5. Punctual and dependable
6. Pleasant and open personality, ability to relate to guests and campers.
7. Ability to take verbal detailed instruction and follow through

Screening Procedure: In accordance with the *Leading with Care* policy of The Presbyterian Church in Canada, screening of adults involved in ministry with children and youth includes a reference check and a Police Records Check.

Support, Supervision and Evaluation: The Assistant Cook reports to and takes day-to-day direction from the Kitchen Manager with overall performance oversight by the Operations Manager. Regular feedback and evaluation will be conducted frequently with a written assessment of performance completed at the end of the contract.

Schedule and commitment: The Assistant Cook will have 24-hour availability and typically stays on site (with room and board provided) working a modified split shift throughout the daytime hours with time off each day (to be arranged with and approved by the Kitchen Manager). The Assistant Cook must cover all Kitchen Manager responsibilities during their off-duty period (typically Friday afternoon until Sunday afternoon). The Assistant Cook receives one continuous 32-hour period off each week.