

**Position:** Kitchen Assistant (2 required during summer)  
**Department:** Operations  
**Reports to:** Kitchen Manager and Operations Manager

**The Kitchen Assistant 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 their ministry of hospitality and food services. The kitchen assistant is accountable to the Kitchen Manager or designate for assisting in the preparation of quality meals to all guests, campers and staff, cleanup and dishwashing.

**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. Ability to work independently and as part of a team
2. Gives attention to detail, sets high standards of service, cleanliness and tidiness.
3. Punctual and dependable
4. Pleasant and open personality, ability to relate to guests and campers.
5. Ability to take verbal detailed instruction and follow through
6. Valid food handler’s course certificate
7. Ability to lift up to 20 kg unassisted

**Support, Supervision and Evaluation:**

The Kitchen Assistant reports to and takes day-to-day direction from the Kitchen Manager or designate with performance oversight from the Operations Manager. Regular feedback and evaluation will be conducted frequently with a written assessment of the Kitchen Assistant’s performance completed at the end of the contract.

**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.

**Schedule and commitment:** 7 weeks. The Kitchen Assistant 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 Kitchen Assistant receives one continuous 32-hour period off each week.