

Position: Kitchen Assistant
Department: Food Services
Reports to: Acting Manager & Kitchen Manager

Responsibility:

The kitchen assistant is accountable to the kitchen manager for assisting in the preparation of quality meals to all guests, campers and staff, cleanup and dishwashing.

Main Goal:

To apply the broader mission of Gracefield Christian Camp and Retreat Centre (GCCRC) through the oversight and support of the food services to the variety of guests and staff involved in the GCCRC program.

Scope:

During the spring and summer seasons the camp is occupied by a variety of individuals, including family, church and community groups. From September through April, guests are on site for one week or weekend. The dining hall is open full-time from May to Labour Day. There may be as many as 60-100 lodge guests on site at any one time most of whom purchase a full meal plan.

The children's summer camp program in July & August includes both residential and day camps. A full residential children's camp includes 48 campers. The Day camp program may include up to 15 campers who only take lunch. There may be as many as 50 campground guests at any one time who may purchase occasional meals in the dining hall. Various staff are on site from the end of April to Labour Day with the peak complement in July and August.

The dining hall can accommodate 120 guests and will typically be in use by 80-100 campers, guests and staff. During the fall and winter seasons the camp is in use by a variety of retreat groups, including business, family, church, school and community groups. The majority of the groups are on site for a weekend but there are occasional mid-week functions. The dining hall is open as needed to service guest reservations. Generally that is every weekend from Labour Day to early December, and again from after Christmas to the end of March. Mid-week events average one per month.

Specific Accountabilities

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 head cook, 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

Support, Supervision and Evaluation:

The kitchen assistant reports to, and takes direction from, the Acting Manager and Kitchen 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.

Schedule and commitment:

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