

Overall Purpose

The Assistant Cook's main role is to be an asset in the kitchen to the Head Cook in a wide variety of areas. The Assistant Cook can be delegated specific jobs in the kitchen while the Head Cook is working on other tasks. The Assistant Cook will cover for the Head Cook in all absences, including days off.

Responsibilities

- Receiving food order
 - Properly store food in food grade containers, moving old product to the front and new product behind
 - Dispose of packaging
- Cleaning equipment
 - Ensure tables are always wiped down and napkin holders and salt and pepper shakers are full
 - Ensure tables in neat rows with chairs neatly in place
 - Make sure coffee station is clean and well stocked
 - Ensure all garbage bins are being emptied and cleaned when necessary
 - Ensure staff fridge is clean, maintained by staff using it, and emptied of old products
- Cleaning
 - Instruct staff on proper procedures in food safety and dish washing
 - Sweep and wash floors and wipe down surfaces and walls at end of each day (or instruct staff responsible)
- Food preparation
 - Work in relationship with the Head Cook to determine daily meal preparation routines and items that can be delegated to volunteer kitchen staff and CREW members
- Food service
 - Work with the volunteers in the kitchen to serve the food to campers and staff members

Other Job Duties

- Work with volunteers and CREW members to ensure that the kitchen procedures for dishwashing and food preparation are done properly

Relationships

- Head Cook
- CREW Director and Leaders (Kids Camp)
 - expectations of CREW responsibilities directly connected to kitchen (dishes and dining hall)
- Guests
 - answer questions about the menu and food, communicate and consult with Head Cook to ensure guest requests are resolved

Assistant Cook

Equipment Used

- Propane Convection Oven
- Propane Double Oven & Stove/Grill Top
- Stove Hood (Exhaust Fan)
- Warming Oven
- Hobart Dishwasher
- Floor Mixer
- Countertop Mixer (KitchenAid)
- Hand Mixer
- Sharp Knives
- Walk-in Fridge
- Walk-in Freezer
- Barbeque
- Meat Slicer
- Rice Cooker

Qualifications

The Assistant Cook should have their Food Handlers Certificate (available online or at any Public Health Department). While not necessary for the position, experience in quantity cooking or a commercial kitchen, as well as experience with commercial kitchen equipment, are definite assets.

Requirements

- Heavy Lifting
 - food order, bulk packaging in large quantity, pots and pans with prepared food (hot and cold)
- Endurance
 - long hours on feet, able to handle extreme heat (no a/c)
- Reading/Writing
 - keep records of temps in fridge and freezer
 - thermometers for food preparation and storage
 - copies of menus and food allergies
 - necessary to prepare food orders and read recipes
- Communication
 - work well with others
 - patient with youth workers
 - ability to clearly instruct staff
 - handle difficult situations