

CAMP TANNER JOB DESCRIPTION

Kitchen Assistant

The following are duties of the **KITCHEN ASSISTANT** at Camp Tanner and are in addition to requirements of all support staff as listed in the offer and contract.

Responsibilities Before Camp:

- a) Obtains and submits Food Handlers Certification.
- b) Obtains and submits First Aid CPR-C Certification.
- c) Assist in set up of kitchen in the days prior to camp.
- d) Attends required part day pre-camp training.

Responsibilities During Camp:

- a) Is responsible to Camp Directors and Camp Tanner Inc. Board. Works under the direction of the Kitchen Support Staff.
- b) Works the following approximate hours,
 - i. Sunday: 3:30pm-7:30pm
 - ii. Monday – Thursday: 9am-3pm
- c) Is a supportive member of the kitchen team who performs the following daily tasks:
 - i. Prep food for daily meals
 - ii. Prep evening snack and make juice.
 - iii. Prep cookout food and materials (Wednesday's).
 - iv. Wash and sterilize dishes as they are dirtied.
 - v. Checks and empties water tray under the fridge.
 - vi. Assists with putting away food and water deliveries made during the week. d)

Manages Health and Safety aspects of the kitchen:

- i. Maintains proper temperature logs for the refrigerator and freezer as required by the Oxford County Board of Health.
 - ii. Ensuring proper hygiene practices (including hand-washing) are followed. iii. Maintains a high level of cleanliness and order in the kitchen, ensuring items are correctly washed, sterilized and stored between use.
 - iv. Works with First Aid Support and Kitchen Support Staff to manage staff and camper food allergies.
 - v. Reports any problem or injury to the Director immediately.
- e) Supervises camper and staff “gophers” at Sunday dinners:
- i. Sets dishes, glasses and cutlery out for them to set the tables.
 - ii. Fills milk and water pitchers before meals and sets out for gophers. iii. Oversees table setting and clearing during the meal.
 - iv. Fills dishpans and watches over dishwashing after the meal.
 - v. Sterilizes dishes and cutlery after gophers have washed the dishes. f)

Use time between meals to:

- i. Disinfect tables before meals.

- ii. Ensure all condiment containers used during meals are full (sugar, jam, peanut butter etc).
- iii. Clean and sterilize pots, pans, cooking utensils, serving bowls and other kitchen items.

All staff are required to adhere to provincial COVID-19 guidelines mandating social distancing practices and the wearing of face coverings.