

CAMP TANNER JOB DESCRIPTION

Kitchen Support Staff

The following are duties of the **KITCHEN SUPPORT STAFF** 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) Assist in set up of kitchen in the days prior to camp.
- c) Attends required part day pre-camp training.

Responsibilities During Camp:

- a) Is responsible to Camp Directors and Camp Tanner Inc. Board, but able to work comfortably in the kitchen with little direct supervision.
- b) Works the following approximate hours, Monday to Friday during camping season:
 - i. AM SHIFT: 7:15 am until finished lunch dishes and clean up (about 2:30 pm)
 - ii. PM SHIFT: 4:30 pm until finished supper dishes and clean up (about 7:30 pm)
- c) Is a supportive leader in the kitchen who maintains a welcoming environment to allow volunteer cooks to thrive by:
 - i. Ensuring cooks and self-sign in and out of visitor log properly.
 - ii. Working with Director to find cooks and prepare meal if cooks don't show.
 - iii. Assisting volunteer cooks in finding tools and equipment they need to prepare meals and follow the cooking schedule.
 - iv. Assisting volunteer cooks during busy meals to re-fill serving trays and bowls.
 - v. Supporting volunteer cooks when asked by them (not necessarily cooking).
- 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. Ensures food deliveries are promptly and properly stored.
 - v. Works with Cleaner to manage pests.
 - vi. Works with First Aid Support to manage staff and camper food allergies.
 - vii. Reports any problem or injury to the Director immediately.
- e) Takes action to prevent food waste and gives feedback as needed:
 - i. Keeps and updates a daily list of needed food supplies by cross-checking the menu with previous food consumption information; submits this list to designated member of the Camp Tanner Inc. Food Committee.
- f) Supervises camper and staff "gophers" at meal times:
 - 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.

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- g) 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 with occasional assistance from volunteer cooks.
 - iv. If working the morning shift, prepare coffee and tea station.
 - v. If working the afternoon shift, prepares the evening juice and snack.
- h) Enhanced cleaning of high touch surfaces may be required to reduce the possibility of the spread of COVID-19

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

