

# 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.**

**Those who are offered employment must provide proof of COVID19 vaccination. Those with valid medical exemptions or other exemptions as defined by the Ontario Human Rights Commission will be eligible to provide a negative Rapid Antigen Test prior to each week of employment.**