

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.

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.