

CANOE ISLAND FRENCH CAMP
JOB DESCRIPTION: VOLUNTEER KITCHEN ASSISTANT

General Responsibilities

To assist in all aspects of camp meals and clean-up of dining hall and kitchen.

Authority/Accountability

Authority to carry out this activity within the framework of the camp's general policies and procedures as outlined in staff training and pre-camp materials; accountable to the Chef and Executive Directors.

Specific Duties

1. Help unload groceries from car to kitchen.
2. Operate mechanical dishwasher properly to wash dishes, pots, and pans.
3. Prep food correctly to Canoe Island standards: salads, condiments, snacks, and baked items according to a daily prep list. Learn correct use of knives, storage of refrigerated items (dating, rotation), recipe preparation, sandwich prep, dry storage, and warehouse rotation.
4. Learn and execute proper clean-up and sanitation: proper use of gloves, where items are stored, replacing of used items, kitchen laundry, and kitchen bathroom cleaning. Aid with daily and weekly clean-up duties including correctly using mops, bleach, and soaps.
5. Assist with special days and events including French cuisine class, BBQ night, Shaw Day, Theme Day, banquet etc.
6. Work collaboratively within a team of three kitchen assistants to accomplish the above tasks and responsibilities.
7. Use personal and rest time appropriately, within guidelines established by the camp's personnel policies, staff manual, and pre-camp materials.
8. Encourage respect for personal property and camp equipment.
9. Foster a community of respect and kindness amongst fellow assistants, other staff, and campers.

Essential Functions

1. Physical ability to perform the job as outlined and to respond quickly and effectively to environmental and other hazards, per camp policies/procedures.
2. Physical ability to lift 50 pounds, using both hands.
3. Ability to use good judgment in all situations.
4. Ability to communicate effectively both orally and in writing with fellow staff and campers.
5. Ability to work with people from a variety of backgrounds.
6. Ability to accept and give supervision and guidance.
7. Ability to visually observe and assess camper behavior with regard to its appropriateness in view of safety, health (physical, mental) and its effect on others.

Minimum Qualifications

1. Be at least 17 years of age
2. Have a general knowledge of food handling and/or food service
3. Have or obtain a WA State Food Handlers Permit
4. Have a strong work ethic
5. Have clean personal hygiene; hair tied back as necessary and clean clothes in the kitchen
6. Wear appropriate clothes in the kitchen: no shorts, no open-toed shoes, and no jewelry that might present a danger or health hazard
7. Use proper hand-washing techniques
8. Ability to speak English and have an understanding of basic French.