



Job Title:	<i>Kitchen Assistant</i>
Salary Band:	3A
Reports To:	<i>Food Services Manager</i>

Job Purpose

This is a seasonal position, starting in April 2019 and running until October.

The main duties of the kitchen assistant are to assist the Food Services Manager and Cook in preparing and serving nutritious meals, and to maintain the cleanliness and sanitation of the kitchen and dishwashing area.

Duties and Responsibilities

Staff Training

- To participate in 100% of pre-season staff training
- To know and practice the information covered in the "Policies & Procedures" section of manual. (Failure to comply could result in discipline including dismissal.)
- To submit to a criminal record search and employee agreement

Duties

- Assist in the preparation of food as the according to the menu and direction of the cook and/or Food Services Manager, including washing/peeling/cutting vegetables and handling meat for cooking.
- Set up food, supplies, and utensils for dining hall distribution.
- Store food and leftovers at proper temperature and in proper storage containers according to Food Safe regulations.
- Clean, sanitize and maintain all food preparation and storage areas.
- Wash all dishes, preparation equipment, and utensils according to regulated washing methods and temperatures.¹⁰
- Reduce waste, reuse items, and recycle as indicated through the camp's procedures.

- Work with cooks and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
- Prepare and store pack out food according to camp and health code procedures.

Qualifications and Experience

Experience

- Minimum 6 months in a commercial kitchen environment

Specialized Knowledge and Skills

- Food Safe Level 1
- Requires lifting up to 50 pounds

Knowledge, Skills and Abilities

- Ability to work on a team, relate and work well with others.
- Self starter and organizer
- Ability to accept guidance, direction and supervision.
- Ability to lift and carry 50 pounds including unloading food, carry trays of dishes, lifting supplies and equipment as needed.
- Visual ability to identify and respond to environmental hazards
- Physical ability to operate kitchen equipment according to safe recommended methods
- Physical mobility and endurance to perform tasks while standing for long period of time (60 minutes or more)
- Ability to determine cleanliness of dishes, food surfaces, and kitchen area.

Organizational Relationships

This position reports directly to the Sasamat Outdoor Centre Food Services Manager and works in conjunction with the Program Director, Maintenance, Janitorial and Office Departments as required.