



ASSISTANT COOK

General Responsibilities

The assistant Cook shall be responsible for assisting in the preparation of all camp meals and other food activities, the housekeeping and arranging of the kitchen/dining hall facilities, and other duties as assigned by the Kitchen Manager or PM Cook.

The assistant cook shall be directly responsible to the Food Service Director but ultimately responsible to the Camp Manager.

Specific Responsibilities

- Work under the direction of the Food Service Director or Head Cook.
- Assist the Cook in the responsibilities assigned to the cook.
- Typical work includes:
 - Prepare breakfast meats such as sausage and bacon.
 - Prepare vegetables and fruits all meals.
 - Help prepare desserts for lunch and supper.
 - Assist with meal clean-up of kitchen such as: putting away leftovers, cleaning serving areas, stoves, microwave, mixers and food preparation areas.
 - Assist with housekeeping in the dining hall area.
 - Fill condiment containers
 - Prepare toast for breakfast, and breads for lunch and dinner
 - Assure soap and bleach buckets are fresh
- Wash out island sinks after each meal.
- Assist with food service in serving line.
- Assist in receiving, confirming and putting away food deliveries
- Assist the cook in preparation of special snacks, etc. at the request of the Camp Dean. (Special snacks are to be approved through the Camp Manager.)
- Help wash all utensils, pots & pans, and equipment used in food preparation.
- Be certain the deep well sinks are cleaned at the conclusion of each meal clean-up.
- The morning assistant cook will begin work at 6:30AM and end when the lunch clean-up is finished (about 2:30). The evening assistant cook will begin work at 10:00 AM and end when the supper meal work is finished (about 6:30—not later than 7pm). On the days of staff meetings, the afternoon assistant cook will be expected to attend the staff meeting.
- Assist with all Camp clean-up at the end of each camp session. First the Dining Hall / Kitchen then to other areas upon its completion if needed. The first aid / missionary qtrs / deans qtrs is the responsibility of the kitchen staff to clean.
- DH Restrooms Daily
- Other duties as assigned.

(Revised April 2017)