



JOB DESCRIPTION OF KITCHEN ASSISTANT (2023)

- The Kitchen Assistant works alongside the team of kitchen staff, housekeepers, and other operational staff. They report to the Head Cook. They should be available to attend Staff Training on June 26-30, 2023. This is an eight-week position.

QUALIFICATIONS:

- The Kitchen Assistant should be spiritually mature. Even though they may not always be involved with the campers, they should still have a missional heart. They should love camp ministry and have a heart for sharing the Love of Jesus.
- They must have (or be willing to obtain) certification in both Food Handler Safety full certification, and WHIMIS. They should follow all safety protocols in all aspects of their jobs. They should not operate any machinery or equipment, or handle any chemicals without previous training or permission of the Head Cook, Site Manager, or Director.
- Previous experience working in a kitchen is an asset. Previous experience cooking at home or in other areas is required.
- The Kitchen Assistant is expected to be neat, tidy, and punctual. Due to the nature of the job, hours will often be split shift and may involved some very early mornings.

EXPECTATIONS AND RESPONSIBILITIES

- Should attend Staff Training
- Adhere to the The Manual of The Quest, and sign and adhere to the Staff expectations of The Quest.
- Adhere to all current COVID governmental restrictions and protocol, including wearing masks in the food prep area when required.
- Adhere to all safety protocols.
- Daily tasks involve prep of food, keeping kitchen clean, and being aware of quantity and quality of food. They should work with the Head Cook in learning how to menu plan, order, and present food. Food should always be healthy.

- *Cell phones will not be permitted while on duty.* They can be used during time off. To assure that this is adhered to, all cell phones will be placed in the office and can be accessed from there during time off. This is non-negotiable, with the exception for medical reasons. If a cell phone is required for accessing recipes, this needs to be discussed with the Director first.
- Treat all communications of a confidential nature as such.
- Be willing to work as a team.
- Be constantly aware of and in compliance of all forms of safe lifting. As this position requires being on your feet a lot, the Kitchen Assistant should bring good shoes. Absolutely no open toed shoes are permitted in the kitchen. Long hair must be tied back. Hair nets are recommended for hair and facial hair such as beards. Because of the nature of this job, he/she should also be cognizant of staying hydrated, and keeping their bodies safe and healthy.
- The Kitchen Assistant will treat sharp objects, such a knives, and hot items with extreme care.
- NOTE: only kitchen staff should be in the kitchen in most cases. Kitchen staff should not be “hanging out” in the kitchen prep area with non-kitchen staff.
- Be able to prioritize tasks
- Be able to work with and without supervision
- Must not post negative comments on social media about The Quest or any of its staff, supporting churches, campers, and constituents. Instead, he/she should contribute to The Quest and its community in a positive manner.
- Must attend daily staff meetings and devotions
- Must be willing to do other tasks as necessary

NOTE: This position is subject to approval of funding from Canada Summer Jobs