

# ASSISTANT HEAD COOK

## JOB DESCRIPTION

**Responsible to:** Head Cook

**General Responsibilities:**

- Assist the Head Cook in organizing meal preparation.
- Assist the Head Cook in organizing proper clean up and food storage.
- Ensure that Food Safe, HACCP and camp kitchen standards are followed.
- Personally prepare yourself emotionally, mentally, physically, spiritually and socially.

**Specific Responsibilities:**

***Pre-camp:***

- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

***Camp Training***

- Assist with meal preparation for Leadership Training Camp.
- Take part in the last week of Leadership Training Camp, when possible, getting to know the staff.
- Participate as a team player, showing respect and care to other members.
- Become fully acquainted with facilities, grounds and emergency procedures.

***During Camp***

- Provide servant leadership in meal preparation, food storage and clean up.
- Ensure all meals are prepared on time.
- Work with the Head Cook in giving leadership to other kitchen staff.
- Be prepared to take over for the head cook at least one day a week to provide for his / her time off.
- When taking over for the head cook, report to the Food Services Manager directly.
- Minimize the amount of waste as much as possible.
- Assist in ensuring that kitchen personnel follow Food Safe and hygiene standards.
- Assist in ensuring that the cooler, freezer, preparation areas and all equipment are kept clean.
- Assist in ensuring that operation of kitchen equipment is done in a safe manner.
- Assist in keeping non-kitchen staff out of the kitchen area.
- Be sensitive to the needs of the camp program, and noise levels produced in the kitchen.
- Contribute to a positive, loving and cooperative working atmosphere in the kitchen.

***After Camp***

- Carry out a total clean-up of the kitchen: tidy and wash shelves, launder towels and aprons, clean sinks and counters, defrost and wash freezers, empty and wash the cooler, and clean stoves and ovens.