

## Camp Menesetung Kitchen Assistant

Revised 2018

**The cook and kitchen assistant share the tasks and responsibilities of providing the dietary needs of our campers and staff. Every day and every meal will be different and may present its own challenges. Support each other with assistance and patience to reach our goal of providing delicious, nutritious and eye appealing meals and snacks.**

This is a general daily outline of responsibilities and tasks of the kitchen assistant. Keep in mind this may vary according to menu and daily activities. Always keep in mind safe food handling practices at all times. Also keep in mind campers and counsellor's food allergies and /or diet requirements and practice safe handling of food items to protect their health.

### **Tasks**

#### After Every Meal Service

- Fill water jugs with cold water and put in cold room
- Before each meal service as time permits run prep dishes through the dishwasher and put clean dishes away.

#### Breakfast Prep

Turn on toaster to per heat. While it is heating, set milk pitchers and jugs of orange juice in the frig window for breakfast dining room set up by counsellors and campers. Place container with jars of jam on the counter .

- Make Toast - consult with cook as to the number of loaves of bread needed for breakfast each day. Put prepared toast in warming oven to be held for service. Pull enough bread from the freezer for the next day's breakfast check with cook to confirm the amount needed ( this will depend on certain items being served according to the menu) Also check the next day's menu to see if any bread is needed at lunch time and pull those loaves needed as well.

Assist cook with any last minute breakfast prep and service.

After everyone has gone through the line for the first time set up the dirty end of the dish washer with trays , dish racks and cutlery bin with soapy water.

#### **Breakfast Break 30-45 minutes**

#### After Breakfast

- Refill jams jars, put them in container in cold room
- Make orange juice for next day , put in cold room
- Fill up cold cereal containers , put in cupboard
- Mix juice for evening snack and put in cold room

Set out glasses and water for AM water break. Run glasses through dishwasher ready for use at lunch – leave glasses in dish rack ready for dining room set up.

**Morning Break if time permits as assigned by cook as to time and duration - this will vary each day according to menu**

#### Lunch Prep

Assist with lunch prep as instructed by the cook and according to the menu

Help with dessert prep - making fruit trays for each table or dishing up individual dessert ie jello

Help with salad prep or fresh vegetable prep for veggie trays

Assist cook putting prepared food items on serving counter.

During meal service assist as needed , carry out any small tasks as time allows, assist cook setting up counter for dirty dishes.

After everyone has gone through the line for the first time set up the dirty end of the dish washer with trays , dish racks and cutlery bin with soapy water.

#### **Lunch Break 30-45 minutes**

Tidy up after lunch

Take tea towels to laundry room, put in washer and set cycle.

#### Supper Prep

Start supper prep tasks as assigned by cook.

Peel Potatoes if needed according to menu

Prepare and/or assist cook prepare afternoon snack according to the menu , set out afternoon snack on the counter along with water and glasses. Run glasses through dishwasher ready for use at supper – leave glasses in dish rack ready for dining room set up.

#### **Afternoon Break as assigned by cook as to time and duration - this will vary each day according to menu**

Put towels in the dryer. Pick up dried towels when possible , fold and put away in drawers

Assist with supper prep - this will vary each day according to menu

Help dish up supper dessert

Prepare evening snack - set cookies out on trays or assemble other snack items according to menu

Help Set up serving counter with hot pads and serving utensils, consult with cook as to what is needed.

Assist cook put prepared food items on counter. Put food items together into one container as meal service continues. After everyone has gone through the line for the first time set up the dirty end of the dish washer with trays , dish racks and cutlery bin with soapy water.

### **Supper Break 30-45 minutes**

Tidy up after supper - put away any leftover food label and date.

Put away any clean dishes that dish team didn't know where to put.

After dish team is finished washing dishes clean up dirty end of dish washer and sink area. Drain dishwasher and clean out filter basket. Turn off main water taps

Set up counter with snack and glasses for juice and trays for dirty glasses

Serve snack at assigned time and tidy up after snack service. Turn off kitchen and dining room lights and turn on specific outside lights for the evening when leaving kitchen.

Wednesday evenings - Tidy up equipment from campfire supper, run dishes from supper through the dishwasher and put away. Leave picnic coolers open to air , dispose of any food items that are not eaten , return ketchups, mustard, relish to the cold room.

### **Evening Break**

Other general tasks to complete during the day

- All card board boxes are set out side side kitchen door to go to the fire pit
- Blue box will need to be taken out and dumped into bigger containers as needed

### **Points to always keep in mind**

Work safely - knives are sharp, floor can be wet and slippery, stove ovens, grill, toaster are hot

Good hand washing practices, wash hands often when changing tasks, if hands are not dirty but need to be sanitized before changing tasks use hand sanitizer .