



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Job Description: Kitchen Assistant

Full time: Living on site: Sunday (12pm) -Friday (following closing approx. 8pm) position from July 2nd to August 26th 2023, shorter term contracts are available with prior discussion. A member of the Frontline Staff. **Salary:** Compensated according to salary grid ([link here!](#)), minimum \$375/week with room & board included.

Preferred but not required: Current Food Handler Certificate

Job Purpose and Reporting Structure

The Kitchen Assistant is responsible for assisting in preparation of meals at Camp, for preparing and serving snacks, and for keeping the kitchen clean during food preparation times, especially during and after meal service. The Kitchen Assistant may be involved in other camp activities but their primary responsibility is to the food and the kitchen. This position reports to the Head Cook, the Camp Director and the Executive Director.

Essential Duties and Responsibilities

To the Kitchen

- Develop a detailed knowledge of the rhythms and routines of the kitchen and ensure that necessary preparations are made before each meal
- Assist the Head Cook in food preparation as instructed
- Take responsibility for daily food preparation tasks like making toast, salad ingredients, beverages etc.
- With direction from the Head Cook prepare, serve, and clean-up from two daily snacks to campers
- Adhere to and promote health & safety regulations for food preparation, storage, hygiene and sanitation
- Develop a detailed knowledge of where everything is in the kitchen and ensure that things have been put away in the right place
- Take the lead during 'dish' after each meal setting up dish trays and be the person that can teach and support camp staff who are there to help with dish
- Sanitize all high-touch kitchen surfaces after each meal and at least once more a day
- Ensure that kitchen laundry is done regularly and all clean laundry is put away in a timely manner
- Properly dispose of garbage and recycling and ensure that it is ready for pick up once a week
- Assist in all other kitchen tasks as instructed by the Head Cook



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To all Fellow Staff

- Communicate! Communicate your daily plan, where you'll be, if you're having a rough time and need support, if you are having a great time and can be a support etc. Check-in daily with The Head Cook and/or Camp Director.
- Actively participate in camp activities when possible, including Evening Programs, Campfire etc. encourage campers' participation and assist Programmers whenever possible
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Be punctual when arriving and departing from all camp activities.
- Actively volunteer to complete jobs or tasks that have not been done.
- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Seek out ways in which you can support a fellow staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up?' Etc.
- Respect your fellow staff, ensure that any issues, violence, or harassment amongst staff are deescalated (within your capacity) and reported immediately to the Camp Director.
- Work together to create the best possible experience for our campers.

To Camp MeneSetung

- Uphold the Camp mission at all times but especially when making decisions: "To lead the way in creating inclusive, healthy, and sustainable community through the Spirit of outdoor adventure."
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Take an active role in daily camp maintenance through setting/serving/cleaning in the dining hall, cleaning program spaces & cabins, cleaning staff only spaces, refilling bathroom supplies etc.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Ensure activities and cabin talk reflect the overall Christian atmosphere of the Camp.
- Escalate concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or any relevant concerns to the Leadership Team.
- Keep track of all supplies and inform the Head Cook of any losses, damages, or shortages.
- Seek to always be growing and learning, by asking good questions, making use of resources provided to you, and actively participating in weekly check-ins & debriefs, mid-summer evaluations and end-of-summer evaluations



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- Show enthusiasm and excitement for camp with all those visiting the site especially caregivers who are dropping off or picking-up their campers for a week of camp
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Camp Director if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability in writing a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menešetung to all campers, caregivers, teachers, etc. always, including when not actively working, and on social media platforms.

Performs all other duties designated by the Camp Director or Executive Director.



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