



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Assistant Cook Job Description

(Children's Summer Therapy Camp Session)

The Big House is not only a busy hub of camp, it is also our camp “home”. It is the place where meals are prepared and enjoyed. It is where we meet as a family to sit around the table to enjoy delicious meals *and* each other's company. The meals are an opportunity for great conversations as well as enriching nutrition. Campers and staff practice good manners and learn the art of social graces – all in the natural context of a shared family meal.

Dining at Bay Cliff differs from most summer camps. Fresh-baked bread and wholesome home-cooked meals are prepared with nutrition and dining pleasure in mind. Meals are served family-style for as many as 300 people rather than the usual cafeteria-style of camps and schools. Staff sit at the tables with the campers. The Kitchen & Bakery prepare the meals, which are then delivered to the tables by the Dining Room staff. Dish Room staff complete the mealtime with dishwashing, and everyone helps in the general clean-up. As our family dining room, the Big House is also the place where visitors and guests join us for a meal. It is vital that the Big House be maintained in a clean and neat condition at all times.

RESPONSIBLE TO: Food Service Director

GENERAL RESPONSIBILITY:

1. Work closely with the Food Service Director to assist with preparation of the meals, sanitation & cleanliness of the kitchen, orderliness & organization of the inventory, and ensuring a safe work environment. Sanitation, cleanliness, and safety are of the utmost importance.
2. Work safely, enjoy being with children, & enter enthusiastically into camp-life, activities, routines.
3. Take pride in your work that reflects on the cleanliness & orderliness of camp at all times.
4. Greet all (including visitors & guests) with a spirit of hospitality.
5. Participate in the general camp program. This includes helping Program staff with evening programs needs, and participating in all-camp activities such as the 4th of July celebration.
6. Clean & maintain personal living quarters at the beginning, during, and at the end of camp.

7. Carry out any other duties as may be assigned by the Camp Director

SPECIFIC RESPONSIBILITIES:

1. Check the menu with the Food Service Director for daily salad, vegetable and fruit preparation needs.
2. Assist in supervising all vegetable and fruit preparation done by aides.
3. Supervising the set-up of the Salad Bar.
4. Check menus with the Food Service Director to plan the next day's food preparation.
5. Assist the Food Service Director with other food preparation as needed.
6. Assist the Food Service Director with banquet or special meal preparations.
7. Slice meats and cheeses as needed.
8. Check menu and supervise snack preparation.
9. Check daily cleaning schedule and assign duties to aides when food preparation is done.
10. Supervise and help with clean up of kitchen after all meals.
11. Help unload delivery trucks and then put products away in proper storage areas. (Always rotate stock).
12. Check kitchen aide breakfast rotation schedule and make sure aides know who is assigned for the next morning. Make sure they know what time they are to be at work.
13. As Assistant Cook, you are responsible for the entire kitchen operation on the Food Service Director's days off.
14. Accept other duties as assigned by Food Service Director or Camp Director

MINIMUM QUALIFICATIONS:

1. Must enjoy the art of cooking!
2. Must be mature, responsible, and dependable.
3. Must be able to lift heavy equipment, trays, etc.
4. Experience with camp or institutional cooking is strongly preferred.

5. Must be enthusiastic, hard-working, organized, and able to work independently as well as under supervision of the Food Service Director and Camp Directors.
6. Must desire to live and work in a camp setting.

FOOD SERVICES DAILY SCHEDULE

Before breakfast, Department Supervisors start early to plan the day. **Kitchen & Bakery** start food preparations well in advance of the meal. **Food Services Aides** help with preparations & setting up Dish Room. **Dining Room Supervisor** plans out the meal based on the menu and organizes the cleaning & serving duties for the day.

6:00 A.M.	-	Report for work (Food Service Director may alternate with Assistant Cook for breakfast shift)
6:00 – 8:00	-	Meal Preparation
8:00 – 8:45	-	Breakfast
8:45 – 9:00	-	Departmental Meeting (morning announcements, assignments, etc.)
9:00 – 12 noon	-	Clean-up and meal prep
12:00 – 1:00 P.M.	-	Dinner Hour
1:00 – 2:00	-	Clean-up and meal prep
2:00 – 4:00	-	Free Time (Involvement in camp activities)
4:00 – 5:45	-	Meal Prep
5:45 – 6:30	-	Supper
6:30 – 7:30	-	Clean-up and meal prep
7:30 – 8:30	-	Involvement with units in planned evening all camp activities
8:30 – 11:00 P.M.	-	Free Time
11:00	-	Curfew
11:30	-	Lights Out

Days-off must be coordinated through department supervisors.

Department Supervisors must mark off the days-off for departmental staff on the Days-Off calendar in the Office.