



Bay Cliff Health Camp

ASSISTANT COOK JOB DESCRIPTION

The Big House is not only a busy hub of camp, but 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 that therapy is always happening in all locations on camp especially in the Big House – 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. 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, Hoppers. Dish Room staff complete the mealtime with dishwashing, and everyone helps with the general clean-up. 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 and Head Cook

GENERAL RESPONSIBILITY:

1. Work closely with the Head Cook 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 into camp-life, activities, routines when able.
3. Take pride in your work that reflects in the cleanliness & orderliness of camp at all times.
4. Greet all with a spirit of hospitality.
5. Clean & maintain personal living quarters at the beginning, during, and at the end of camp.

SPECIFIC RESPONSIBILITIES:

1. Check the menu with the Head Cook for daily food preparation needs.
2. Check menus with Head Cook to plan the next day's food preparation.
3. Assist the Head Cook with food preparation.
4. Assist the Head Cook with banquet or special meal preparations.
5. Check daily cleaning schedule and assign duties to Dining Room Aides when food preparation is done.
6. Supervise and help with cleaning the kitchen after all meals.
7. Help unload delivery trucks and then put products away in proper storage areas. (Always rotate stock).
8. As Assistant Cook, you are responsible for entire kitchen operation on the Head Cook's days off.
9. Accept other duties as assigned by Food Service Director and Head Cook

MINIMUM QUALIFICATIONS:

1. At least 18 years of age
2. Enjoy the art of cooking!
3. Complete Food-Safe certificate program.
4. Must be mature, responsible, and dependable.
5. Must be able to lift heavy equipment, trays, etc.
6. Experience with camp or institutional cooking is strongly preferred.
7. Must be enthusiastic, hard-working, organized, and able to work independently as well as under supervision of Food Service Director and Head Cook.
8. Must desire to live and work in a camp setting.