

## POSITION DESCRIPTION

Job Title: Assistant Cook

Reports To: Executive Chef and Sous Chef

Requirements:

Team – Individual must demonstrate the ability to be a good team player.

Christian walk – Individual must be a devoted follower of Jesus Christ.

Experience in cooking and catering for a wide range of diets is desired.

Organizational skills are an asset.

Description:

This position involves assisting the Executive Chef and Sous Chef in maintaining an excellent food service that is on budget, practicing safe food handling techniques and ensuring a clean workspace environment. This position will assist with food preparation in our main kitchen 10 months of the year September through June and will be the Fort Kitchen Director in July and August.

Primary Responsibilities:

1. Food preparation
  - a. Responsible for helping to prepare healthy, cost effective and good quality meals year round. This includes , preparing food in an efficient manner, special diet preparations, ensuring proper storage of food, and maintaining inventories.
  - b. Quality in presentation of meals.
  - c. Practicing Safe food handling techniques and protocols.
2. Maintain a clean and professional work environment.
  - a. Assisting to ensure that both the lodge and Fort kitchen are clean according to camp and health standards. This includes: walk-in coolers, walk-in freezer, pantries, dining room, coffee centers, ovens, and all other kitchen equipment and will involve regular cleaning schedules and duties.

- b. Set up and stock both kitchens and dining rooms.
  - c. Kitchen laundry and bathroom.
  - d. Responsible for maintaining dishwashing equipment, and overseeing (at times doing) dishwashing.
3. Leadership and Communication
- a. Leading the kitchen area with integrity, kindness, and a heart after Christ.
  - b. Mentorship and Management of spring and summer kitchen personnel including volunteers.
  - c. Communicates about menus and preparations with part time and casual cooks.
  - d. In charge of managing all aspects of the Fort kitchen in July and August.

#### Working Relationships

1. Reports to the Executive Chef and Sous Chef.
2. Will also take direction from the Guest Services Manager.
3. Will at times lead summer and year round staff dedicated to the kitchen including volunteers.
4. Will work closely with members of the SABC full time staff.

#### Remuneration:

1. This is a full time, salaried, year round, camp operations position.
2. Vacation benefits
  - a. All statutory holidays (New Year's Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Heritage Day, Labor Day, Thanksgiving Day, Remembrance Day, and Christmas Day)
  - b. After working for one year - 2 weeks holiday
  - c. After working for three years - 3 weeks holiday
3. Housing benefits
  - a. Utilities (water, natural gas, and electricity) provided. This is added as taxable income each month.
4. Health benefits package.

5. RRSP incentive.

*Last revision: April 2023*