POSITION DESCRIPTION

Job Title: Assistant Cook

Reports To: Executive Chef and Sous Chef

Qualifications

- Follower of Jesus Christ, actively growing in faith.
- Team-oriented with strong interpersonal and communication skills.
- Experience in cooking for groups and accommodating special diets is a strong asset.
- Strong work ethic, reliability, and ability to stay calm under pressure.
- Willingness to lead, train, and encourage others—especially in the summer season.
- Flexibility to work weekends and evenings as needed, especially during peak seasons.
- Certification in safe food handling (or willingness to obtain).

Description:

The Kitchen Assistant is a vital part of the SABC team, working closely with the Executive Chef and Sous Chef to provide excellent food service to our guests and campers. This individual helps prepare healthy, delicious meals while upholding standards of cleanliness, safety, and hospitality. During the summer months (July–August), this role takes on leadership of the Fort Kitchen, overseeing summer kitchen staff and operations.

The person in this role should be a devoted follower of Jesus, eager to serve, willing to grow, and committed to the mission of SABC.

Primary Responsibilities:

1. Food Preparation & Service

- Help prepare meals that are cost-effective, high-quality, and suited for a wide range of diets.
- Follow and model safe food handling protocols at all times.

- Ensure food is presented attractively and served on schedule.
- Support both the Lodge and Fort kitchens in daily food prep and seasonal operations.

2. Cleanliness & Organization

- Maintain a clean, professional, and welcoming kitchen environment.
- Participate in regular cleaning of kitchen equipment, pantries, storage areas, coolers, freezers, dining rooms, and washrooms.
- Ensure dishwashing and kitchen laundry areas are operating efficiently.
- Help stock both kitchens and manage food and supply inventory.

3. Leadership & Summer Kitchen Oversight

- During July and August, may be asked to serve as the Fort Kitchen Director—leading daily operations, managing food prep, and mentoring seasonal staff and volunteers.
- Model Christ-like leadership and service to all kitchen personnel.
- Assist in communicating menus and kitchen plans to part-time cooks and summer team members.

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 leadership position.
2. Vacation and Holidays

    a. General holidays observed: New Year's Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day.
    b. Vacation accrues annually on the anniversary of the first day of employment.
        i. Year 1: 10 days
        ii. +1 day per year thereafter, up to a maximum of 30 days.
3. Housing benefits
    a. The position requires living on site for the months of May to August. Housing and Utilities (water, natural gas, and electricity) provided. This is added as taxable income each month. Housing may be available year round on site depending on availability.
4. Health benefits package.
5. RRSP incentive.

Last revision: July 2025