



**Job Title: Kitchen Assistant**  
**Pioneer Lodge, Sundre**  
**(3 month position)**

**Purpose:** To assist the Head Cook and the Assistant Head Cook in the quality preparation and presentation of meals at camp and maintaining a clean and tidy kitchen.

**Reports to:** Head Cook and Assistant Head Cook

**Responsibilities:**

- Help prepare meals for 30-130 people
- Peel and cut fresh fruit and vegetables
- Prepare baked goods
- Serve food and snacks to guests
- Welcoming guests and campers and assisting in providing for their dietary requirements
- Clean, store, and handle pots, utensils, dishes and cutlery in accordance with the Health Department regulations and Kitchen standards
- Maintain the work area in a manner which is safe, tidy and clean
- Ensure that proper sanitation and cleanliness happens at all times
- Assist in basic food preparation
- Assist in the setting and cleaning of tables and the serving of meals
- Receive goods, as directed by full time kitchen staff
- Willingness to learn in a fast paced environment
- Shift work as required
- Maintain safe and clean facilities' environment by developing, enforcing and complying with procedures, rules and regulations

**Responsibilities related to being part of the Spring Program Team**

- Clean up what you use: kitchen, dish-room, laundry, common areas, and personal living space
- Ask Supervisor or Team Leader about having visitors
- Attend team prayer times and Bible studies
- Return tools or equipment you use to the place you got it
- Ensure any equipment you use in personal time is ready for use during next scheduled activity

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Kitchen Assistant Job Description, Pioneer Lodge 3 month position 2019



- Be prepared and on time for duties, group activities and meetings
- To be an active participant in leadership and skill development opportunities

**Requirements:**

- Current full-time student and returning if receiving Canada Summer Jobs grant
- Personal relationship with Jesus Christ and desire to grow as a follower
- Teachable, helpful, friendly, hard-working, maintain a positive attitude, reliable, flexible, and a team player
- Minimum High School Diploma
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy

**Job Specific Qualifications:**

- Must be a minimum of 18 years of age
- Completion of food handlers' (ie. Food Safe) course considered an asset
- Standard First Aid and CPR considered an asset
- Must provide own transportation

**Length of Position:** June 1-August 30, 2019