



## Kitchen Assistant

**Job Summary:** Individual possessing willingness to serve in coordination with the Head Cook in order to prepare, serve and clean up meals.

**Responsible to:** Primary: Head Cook; 2<sup>nd</sup>: Executive Director

### Qualifications:

1. Demonstrate an active and growing personal relationship with Christ.
2. Demonstrate a godly example both on and off of camp grounds. [L] [SEP]
3. Be in agreement with the sincerely held beliefs, Mission Statement, values and policies of CPBC.
4. Demonstrate willingness to serve and strong self-motivation. [L] [SEP]
5. Possess a heart for kids of all ages, especially high school aged volunteers. [L] [SEP]
6. Possess the ability to solve problems and work independently. [L] [SEP]
7. Demonstrate willingness to learn from “mistakes” and camp situations as they arise. [L] [SEP]
8. At least 16 years old.
9. Possess an interest and willingness to learn cooking skills and meal preparation.
10. Maintains a high standard for cleanliness and a strong work ethic.
11. Able to pass a background check.

### Responsibilities:

1. Assist Cook in meal preparation, serving and kitchen cleanup.
2. Provide direction for dishcrew in their kitchen related duties in coordination with the Assistant Cook and Volunteer Coordinator as applicable.
3. Respectfully abide by and enforce all camp guidelines, expectations, and standards, including health code and camp cleanliness standards.
4. Participate in end of the week cleaning.
5. Solve problems as they arise, especially those in need of immediate attention/action.
6. Serve guest groups if and when needed/scheduled.
7. Be available to help in any area needed. These may include but are not limited to free time options, maintenance, canteen, cabin assistant, program, office, cleaning, and grounds.

\*\*All staff at Covenant Park Bible Camp serve as stewards of the Mission to create a space that demonstrates the saving work of Jesus and the call to be in relationship with Him through their individual positions.

#### Kitchen Assistant Duties:

- Work under the direction of the Cook to prepare meals.
- Work in coordination with Cook and Dish Crew to serve meals.
- Work in coordination with the Dish Crew, Assistant Cook and Volunteer Coordinator to accomplish daily and weekly cleaning tasks in kitchen and dining hall.
  - A. Kitchen floor swept and mopped daily. Care should be taken to sweep underneath shelves, racks, fridges and stoves.
  - B. Dining Hall floor swept and mopped every other day, including last day of camp.
  - C. Counters cleaned and sanitized after every meal, including dish counter and coffee counter. Tri-sink cleaned and sanitized after every meal.
  - D. Dishes cleaned and put away after every meal.
  - E. Recycling taken out after every meal.
  - F. Stoves and sinks cleaned daily.
  - G. Clean out expired leftovers daily.
  - H. Fridges, shelves and pantry cleaned weekly.
  - I. Dining Hall cleaned and organized at end of week. Tables and chairs should be clean. Bleach tables every other week. Lost and Found should be brought to chapel for rally.
  - J. Dish Room and kitchen walls including those by coffee counter and dirty dish counter cleaned weekly.
  - K. Garbage cans cleaned weekly or as needed.
  - L. Dining tables sanitized after every meal following KP. Salt and pepper shakers and napkin holders filled and wiped.