



YMCA OF GREATER VANCOUVER
YMCA CAMP DEKA
POSITION DESCRIPTION

ASSISTANT COOK

REPORTS TO: CAMP DIRECTOR/HEAD COOK

POSITION PURPOSE

The Assistant Cook is primarily responsible for assisting with the operation of the YMCA Camp Deka kitchen. This person will prepare and cook nutritious meals for children and adults.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to provide opportunities for growth and learning for all members. Staff at YMCA Camp Deka are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, not limited to:

- Role modeling appropriate behaviours
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members' role in the camp community is to serve our clients (campers) and to assist other staff in serving campers.
- Understanding that the greater good of our client's experience must be at the forefront in every decision made.
- Teach and role model the core values of the YMCA
- Understand and enforce the policies of the YMCA and YMCA Camps

SPECIFIC DUTIES AND RESPONSIBILITIES

The Assistant Cook will be responsible for preparing and cooking in a fully equipped camp kitchen. The Assistant Cook is expected to:

- Commitment to Association Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA
- Prepare (or assist in the preparation of) at least two meals a day for 40-60 people
- Assist with picking up and stocking food orders
- Help maintain constant state of cleanliness in all food services areas
- Assist cabin groups pack food for overnight out trips
- Ensure FOODSAFE standards are being met at all times
- Ensure that all camp policies are enforced as they relate to kitchen operations and staff.
- Ensure the YMCA Camps Food Service and Food Handling Guidelines are being followed
- Ensure that facilities and equipment are properly maintained
- Ensure that dishes, pots, utensils, surfaces, floors, structures and coolers are all properly cleaned on a daily basis

The Assistant Cook may be asked to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

QUALIFICATIONS/EXPERIENCE

- Food Safe Level 1
- Current Standard First Aid and CPR-C

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- Experience working with young adults and youth an asset

COMPETENCIES

- Commitment to Association Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies – these will be supplied to me by the hiring manager (or their delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature: _____	Signature of parent/Guardian: _____
Print Name: _____	Print Name: _____
Date: _____	Date: _____