



YMCA OF GREATER VANCOUVER  
YMCA CAMP DEKA  
POSITION DESCRIPTION

**KITCHEN ASSISTANT/DISHWASHER**

REPORTS TO: HEAD COOK

**POSITION PURPOSE**

The Kitchen Assistant/Dishwasher is responsible for cleaning all dishes and helping with food prep during meal times while ensuring quality meals and Agency Health Board and Food Safe standards.

**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 Kitchen Assistant/Dishwasher will be responsible for cleaning all dishes and meal prep while adhering to Health Regulations as they relate to the kitchen. The Kitchen Assistant/Dishwasher is expected to:

- Put away all food orders/deliveries while adhering to food safe practices.
- Ensure that all camp policies are enforced as they relate to kitchen operations.
- Ensure proper operation of the facilities and equipment.
- Ensure proper cleaning of dishes, pots, utensils, surfaces, floors, structures and coolers on a daily basis within predetermined timelines.
- Ensure proper disposing of waste into the appropriate bins.
- Adhere to the health board dress code (i.e. long pants, closed shoes, clean clothes, apron, hair net, etc.).
- Maintain all kitchen rules and safety procedures.
- Conduct all food handling, preparation, cooking, sanitizing and serving to health board and food safe standards.

The Kitchen Assistant/Dishwasher 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.

YMCA OF GREATER VANCOUVER  
YMCA CAMP DEKA KITCHEN ASSISTANT/DISHWASHER  
REPORTS TO: HEAD COOK

**QUALIFICATIONS/EXPERIENCE**

- Food Safe Level 1
- Current Standard First Aid and CPR-C
- Post Secondary Education an Asset
- Kitchen Experience 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:* \_\_\_\_\_