

# Position Description

## Long Point Camp



DOING THE  
MOST GOOD™

**Position Title:** Assistant Cook (On Camp)

**Department:** Support

**Classification:** Seasonal

### Position Summary:

As Assistant Cook to prepare all meals, condiments, bread, and desserts from kitchen for meals. To also assist in the preparation for serving of, and clean up from all meals and snacks as assigned by the Head Cook. This position is responsible to the Associate Camp Director, with direct supervision by the Head Cook.

### Food Preparation:

1. To report promptly at assigned times.
2. To fill steam tables with water.
3. To dip steam table wells after final meal of the day.
4. To thoroughly clean the kitchen refrigerator weekly or as needed.
5. To assist in putting away all foods being returned to the kitchen after each meal.
6. To scour small food sink and to daily polish stainless steel.
7. To accept without hesitation assigned tasks.
8. To receive approval for dismissal
9. To be responsible for the preparation, serving, and clean up of staff snacks as assigned.
10. To wear proper clothing while on duty, having a neat, clean appearance and wearing a hairnet or comparable hat.
11. To adhere to all food service standards
12. To assist in the preparation of all meals, condiments, bread, desserts and snacks.

### General Requirements:

1. To maintain personal appearance and adhere to all personal policies and practices as presented in the Long Point Camp Staff Manual.
2. To punctually attend all camp-wide programs, such as Evening Program, meals, and vespers, that do not conflict with specific job responsibilities, and to assist with camper supervision during these programs.
3. To support and assist in the program planning and other camp wide activities as assigned.

### Minimum Job Requirements:

1. Must be a high school graduate or equivalent.
2. Must be able to accept direction and efficiently perform assigned duties.
3. Must be able to handle equipment with caution and safety.

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*Signature of Employee*

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*Date*

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*Signature of Camp Director*

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*Date*

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