



# Job Description and Employment Agreement

## Kitchen Assistant

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### I. Position Title

#### Kitchen Assistant

Camp operations staff, full-time position (30 - 40 hours per week)

### II. Position Summary

#### Overview

Under the supervision of the Head Cook, the Kitchen Assistant is responsible for assisting in the preparation of meals, maintaining kitchen cleanliness, and supporting all food service-related tasks for camp activities.

#### Key Tasks and Priorities

- Prepare ingredients and meals according to the Head Cook's instructions, adhering to food safety and hygiene standards.
- Assist the Head Cook in menu planning and estimating food quantities needed.
- Maintain the cleanliness and organization of the kitchen, equipment, and utensils.
- Receive and store food deliveries and supplies appropriately.
- Collaborate with other kitchen staff members to ensure efficient and quality food service.
- Respect Parkside Ranch's confidentiality policies regarding camper and staff information.

### III. Guidelines

#### 1. Conduct

- Commit to core Parkside operating and conduct practices:
  - Parkside Ranch's Mission and Community Service philosophy
  - Parkside Ranch staff performance expectations and Code of Conduct.
  - Follow all general Parkside Ranch operating and safety procedures.
- Maintain a positive, friendly, and cheerful attitude in all direct contact with campers, camper families, and staff, in a manner that reflects Parkside's Mission.

#### 2. Resources Available

- Supervisor and other year-round staff for consultation.
- All reasonably required resources relevant to the work.

#### 3. Accountability

- Participate in weekly staff meetings.
- Regular accountability meetings with supervisor.

#### 4. Working Relationships

- Reports directly to the Head Cook.
- Coordinates with other full-time operations and ministry leaders.

### IV. Training, Qualifications, and Requirements

1. **Education:** High school diploma or equivalent preferred.
2. **Experience:** Some experience in food service/kitchen work is an asset but not always required.
3. **Food Safety Certification:** Must possess or be willing to obtain a Food Handler's Certificate within a specified time frame (e.g., within 30 days of employment).

**4. Skills:**

- Ability to follow instructions and recipes.
- Basic knife skills and food preparation techniques.
- Knowledge of food safety and sanitation practices.
- Ability to work efficiently in a fast-paced environment.
- Strong teamwork and communication skills.
- Ability to lift and carry up to 25 lbs.

**5. Other:**

- A positive attitude and willingness to learn.
- Ability to work a flexible schedule, including weekends and holidays.

**V. Compensation**

**1. Salary**

- This position provides an hourly salary of \$16.00.
- A typical work week will be 30 hours from May 18 to June 22 (Friday, Saturday, Sunday, Monday) and 40 hours from June 23 to September 6 (Monday through Friday), and will have a gross salary of \$480 for 30 hour weeks and \$640.00 for 40 hour weeks.

**2. Professional Development**

- In-house training by the Head Cook (20+ years experience) is offered at startup and on an as-needed basis; e.g. dining room capacity planning and setup, food quantity planning, scheduling, food quality control, inventory control

**3. Vacation and Time Off**

- You will receive 4% paid vacation during this contract, effective in 2025.
- There are 9 statutory holidays available annually. If Parkside is running a program during a statutory holiday, then the day can be taken at another mutually agreed-upon time.

**VI. Language**

The parties expressly requested that this document be drawn up in the English language. Les parties ont expressément demandé que ce document soit rédigé en langue anglaise.

**VII. Term of Agreement**

This agreement carries a term of 16 weeks from the first day of employment, which is determined to be May 18, 2025, and the last day of employment being September 6, 2025. The agreement will be reviewed 2 weeks prior to its expiry date to discuss the possibility of an extension.

**VII. Affirmation**

We hereby affirm that we have read and agree with the terms of this Job Description, and it is our intention to fulfill our commitment to the best of our abilities for the period of this Agreement.

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XXXXXXXXXX  
Kitchen Assistant

Date

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Michael Drew  
Executive Director

Date