

**Camp Address**  
2411 Westside Place,  
Kelowna, BC, V1Z 3T5



**Office Address**  
201 - 380 Leathead Road,  
Kelowna, BC, V1X 2H8

### **Job Description – Assistant Cook**

The assistant cooks work with the head cook to prepare 3 meals a day plus snacks for up to 80 campers and volunteers/staff.

**RESPONSIBLE TO:** Head Cook and Camp Director

#### **QUALIFICATIONS:**

- Commitment to the Christian aims and purposes of the Camp.
- Strong leadership and organizational abilities with the ability to work with others.
- Willingness to take direction and follow instructions.
- Kitchen experience preferred and Food Safe is recommended.
- Ability to assist the cook in meal prep and maintenance of kitchen facilities.
- Emotionally mature and willing to accept responsibility
- Must be at least 16 years of age

#### **ESSENTIAL FUNCTIONS:**

- Work and participate as a team member with other staff in all aspects of camp life.
- Visually observe behavior of campers in your care, and report any concerns to the Director.
- Visually identify hazards in your program area, and respond appropriately.
- Be able to work and communicate well with a variety of age groups.
- Actively participate in every aspect of camp life when duties allow and work with other staff as a team member in planning events and evening programs.
- Have a high standard for the care of your personal possessions and be tidy in your personal living space and those of others.
- Assist camp director in maintaining high standards of safety and health within your program area in accordance with the BCCA accreditation standards, be ready to assist in emergency situations as required.
- Assist with minor maintenance and cleaning duties and projects under the supervision of the Property Manager
- Work with the staff team to clean and organize the camp every Friday from 3 to 5pm during the camping season.
- Available to sleep in a cabin to supervise campers overnight in accordance with our accreditation standards.

Email – [oac.director@gmail.com](mailto:oac.director@gmail.com) Phone – 778 803 7719  
[www.campoac.com](http://www.campoac.com)

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#### **SPECIFIC RESPONSIBILITIES:**

- Assist Head Cook in the preparation and serving of meals, snacks, and mug-up.
- Prepare milk, juice, and water jugs for each meal.
- Put away and store all cooking supplies properly.
- Clean the kitchen and dining hall to ensure it complies with all food safe and accreditation standards.
- Assist with kitchen set up at the beginning of the season as well as the end of season clean-up and storage of equipment.
- Assist with special requests to accommodate programming or themes.
- Note any allergies or special diets. Ensure no exposure to allergies as directed by the Head Cook and the Camp Nurse.
- Assist in other duties as directed by the Head Cook. Assist in the preparation of food as the planned menu indicates Set up food, supplies, and utensils for dining hall distribution.
- Store food and leftovers according to Food Safe standards.
- Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
- Work with head cook, assistant cook, and other staff in organizing supplies for any meals eaten off-site to ensure adequate and accurate amounts and variety and ensuring all equipment is in good working order.
- Assist in other duties as directed by the Head Cook.
- The overall clean-up of the kitchen area including: Washing and drying pots, pans, utensils, and dishes used in the kitchen. Ensure the floors in the dining hall and kitchen are cleaned after each meal.
- Proper disposal of waste, recycle materials and compost. Think Green!
- Ensure policies and rules for Camp Owaissi and the adventure area are understood and observed by campers, staff, and volunteers.
- Seek advice, guidance and assistance from the program coordinator in resolving issues.
- Provide evaluation report for assistant cook position with recommended changes, by Aug. 31<sup>st</sup> of camp year, to [jobs@campoac.com](mailto:jobs@campoac.com)

**Camp Owaissi provides equal employment opportunities to all workers including women, Indigenous persons, persons with disabilities, and members of visible minorities. We welcome applications from all and we look to build a team that is diverse and accepting of all.**

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