



# Camp McCumber

35440 Deer Flat Road  
Shingletown, CA 96088

## **ASSISTANT COOK JOB DESCRIPTION**

1. Work as a part of the kitchen staff team and HAVE FUN.
2. Maintain a Food Handler's Certificate for the duration of your employment.
3. Arrive at work at the scheduled time set by kitchen management.
4. Take direction from the Cook about what you should be doing during your shift.
5. Follow each menu closely. Any changes must be discussed with the Kitchen Manager or Assistant Kitchen Manager. Let the Kitchen Manager know immediately of anything you are not sure how to prepare.
6. If menu items are unavailable, let the Kitchen Manager know right away so they can make adjustments.
7. Be aware of special diets. Make sure that each person preparing food is aware of each individual's needs when it comes to special diets.
8. All meals must be served hot, on time, and be amazing.
9. Be responsible for the cleanliness of the kitchen, dining hall and prep room after every meal is cooked and served.
10. Be responsible for proper food storage, inventory, and all supplies pertaining to the kitchen. Let the Kitchen Manager know of any purchases that need to be made to maintain the inventory.
11. Maintain a high degree of personal cleanliness wearing appropriate clothing and shoes.
12. Be responsible for the care of all kitchen and dining hall equipment.
13. Be responsible for the conformity to Health Department standards of food preparation, serving, and cleanliness of facilities.
14. Work as a team to do dishes, sweep & mop, clean tables and wash surfaces.
15. Remove garbage bags from trash cans after every meal and put them in the dumpster.
16. Perform other duties as assigned by the Kitchen Manager, Camp Manager or Assistance Kitchen Manager.

### **General Requirements**

- The Assistant Kitchen Manager must successfully complete a background check including Livescan fingerprinting.



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- The Assistant Cook must successfully complete a pre-employment physical including screening for controlled substances including marijuana.
- The Assistant Cook must be fully vaccinated against Covid-19 and provide proof of vaccination status.
- Camp McCumber is a drug, alcohol, tobacco and vaping free campus.
  - Smoking and vaping are permitted only in the public parking lot or off camp premises, regardless of whether camps are in session.
  - Use or possession of legal and illegal marijuana, recreational or prescribed, is **prohibited always** on the camp property.
  - Legal and proper use of alcohol is likewise prohibited on the camp property at all times.
  - Use of any illegal non-prescription drugs is prohibited always on the camp property.
- Animals or pets of any kind are not allowed on the camp premises, except for certified service animals.

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Signature of Employee

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Date

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Printed Name of Employee