



Assistant Chef – Job Description

1. Reports to the Executive Chef/Food Service Director.
2. Duties: Assist the Food Service Director (FSD) in all aspects of kitchen operation and in preparing meals according to the menu and the food service guidelines, including, but not limited to, the following:
3. Personnel:
 - a. Assist in the supervision of all dishwashers and other kitchen help.
 - b. Mentor and train staff, including Kitchen Assistants, in the basics of food service preparation and kitchen operation.
 - c. continues to develop leadership and mentorship skills in relation to other year-round staff, and helps to mentor and train summer staff in the basics of food service preparation and kitchen operation.
4. Administration:
 - a. Assist in other areas of camp operation as appropriate.
 - b. Attend staff meetings, orientations and trainings.
 - c. Cover all roles as necessary when the Food Service Directors is away.
5. Food Service:
 - a. Plan 2-4 menus per month.
 - b. Prepare meals according to the menu and the food service guidelines.
 - c. Utilize leftovers when possible and appropriate.
 - d. Continue clear communication with garden staff regarding the harvest of produce and when it might arrive in the kitchen.
 - e. Utilize Camp Stevens garden harvests in a timely manner.
 - f. Place weekly produce orders, receive and unpack food deliveries.
 - g. Help to keep the kitchen clean and organized, including all food service and equipment storage areas.
 - h. Meet all regulations from the San Diego County Health Department.
 - i. Maintain kitchen and procedures to American Camp Association standards.
 - j. Work to help make the kitchen as environmentally friendly as possible, reducing waste, using reusable resources when possible, and helping to recycle when needed.
 - k. emails recipe requests to guests every other week
6. Program
 - a. Program assistance for groups upon request as is appropriate.
7. Facilities and Maintenance
 - a. Complete daily tasks in the kitchen and dining hall
- 8 Other
 - a. Fill in for or assist other employees as necessary.
 - b. Salary is subject to camp policy.
 - c. Housing, utilities, food, full health insurance and workers compensation insurance is provided.
 - d. The normal work week is 5 days per week.
 - e. Days off shall be coordinated with the FSD.
 - f. Additional personnel policies are to be followed as stated in the Camp Stevens Personnel Policies and employee handbook.
 - g. Physically fit and able work extended periods in the kitchen, carry loads of up to 50 pounds, and have at least average eyesight and hearing. Must also have a valid driver's license and a good driving record.