



YWCA Edmonton Job Description

Department: Camp Yowochas	Date Written: January, 2000
Title: Support Services Assistant	Last Revised: January, 2017
Reports to: Kitchen Supervisor	Revised By: Terry Konyi

Qualifications Required:

- Experience cooking and/or working in a food service environment is an asset
- Customer service orientation
- Experience housekeeping is an asset
- Evening and weekend work is a requirement
- A criminal record check and an intervention record check through Alberta Children's Services
- Alberta food safety certification or willingness to obtain

Major Responsibilities:

Under the leadership of the Kitchen Supervisor, the Support Services Assistant helps prepare, serve and clean up after meals in the kitchen and in the assists in cleaning the lodging throughout the week.

- Assist with providing excellent meals for Camp Yowochas summer camp
- Prepare and serve food to campers as directed
- All dishes washed and stored
- Maintain dining hall in clean and orderly manner
- Follow best practices for food storage and rotation
- Food services operations minimize waste; maximize efficiency; maintain a superior level of cleanliness and ensure completion of necessary ongoing tasks
- Food preparation methods meet Alberta Health Codes and Alberta Camping Association Standards
- Oversee the housekeeping of the main sleeping areas and bathrooms
- A friendly, helpful image is portrayed to centre clientele
- Maintain a high standard of efficiency and thoroughness

All other duties as assigned

Work Environment

- Camp Yowochas is a year round centre located 80km west of Edmonton on Lake Wabamun
- On site residence is available for this position, accordingly, room and partial board are provided.
- Your accommodation must be maintained in accordance with Camp Yowochas accommodation policies
- Evening and weekend work is a requirement
- Hours of work will vary with registered programming