

***Winona Camps  
Kitchen Assistant  
Handbook***

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## Kitchen Assistant

### Job Description

Position: KITCHEN ASSISTANT

### Qualifications:

1. At least 18 years of age.
2. Possess good references.
3. Physically able to perform duties.

### Responsible to:

1. Camp Director
2. Food Service Manager/ Head Chef
3. Chefs / Cooks

### General Responsibilities:

1. To assist the chef/manager and other supervisory personnel in preparing, serving and cleaning up of all meals.
2. To maintain a good disposition and work ethic.
3. To perform all regular duties and special tasks diligently and punctually.

### Specific Responsibilities:

1. Kitchen assistants are assigned specific duties by the Chef/Manager after an introduction to and some experience in all facets of the kitchen. Those duties can be grouped under the following categories:
  - Dining room Steward
  - Pot washer
  - Dish Washer
  - Storeroom Assistant
2. Although a specific duty may be assigned, most jobs rotate so everyone take turns doing the various jobs. It is imperative that you maintain an open attitude at all areas to serve the camp well and maintain good relations with all members of the camp community.
3. The Chef/Manager is in charge of the kitchen and dining hall area. It is his/her ultimate responsibility and you are under his/her direct supervision.
4. In addition to serving three meals a day, seven days a week, for more than 16 weeks, the kitchen is responsible for special meals, celebrations, and our annual cookout for campers, parents and guests.
5. Each summer is different from the last. As a result, you will be required to perform some different and additional duties each summer. Most duties will be discussed during your orientation.

## Work Hours

1. You are contracted for a specific period of time, usually nine weeks.
2. Opportunities for work both prior to and after the main camp session are available. Beginning in late May and running into September, Winona has a wide variety of groups and organizations use the facility. Contact the Winona office for more details.
3. You work six days a week, with one 24 hour period off. This 24 hour day is scheduled with the Chef/ Manager and requires his/her approval. Usually a particular day of the week is assigned to each assistant; however, there has always been some flexibility to allow for special requests.
4. In addition to the day off, you are usually “off” after the noon meals on Wednesday and Saturday. The exception to this is if you are asked to “hand-out” cookout food to the unit staff. Each unit has their own cookout area. On Wednesday and Saturday evenings meals are held at these locations, after the unit staff picks up the food at the kitchen. Sunday morning is usually sleep-in and once again the meals are held in the units - Except the first Sunday of Camp and after half season. No kitchen staff is allowed off during our mid-season turnover weekend, when we have our all camp cookout.
5. Work days are approximately eight to nine hours long. Experience has shown that this may be reduced if all work quickly and efficiently. You are paid on a “salaried basis”; thus additional time may be required on certain occasions.

## Salary

You are contracted for a specific salary during your employment. You are allowed to withdraw money, up to what you have earned at anytime. If you need quantities of \$100 or more you must give the office 24 hours notice.

Beginning in 2000, all kitchen staff may receive biweekly payments. The details of this system will be explained to you upon your arrival at Winona.

## Benefits

1. During your off time you are encouraged to participate in camp activities or to relax.
2. Counseling staff are instructed to allow kitchen assistants to participate in activities **WHEN THERE ARE SPACES AVAILABLE**. Please note your free time is often during the camper's instructional periods. The program for the campers always has priority. All staff must be checked out by the activity counselor before they can take out any equipment, including canoes.
3. Swimming areas are open for your use, as well as a swim dock in front of the dining hall. You will be required to pass a simple swim test. Winona policy is that no one swims alone, and no one swims after dark.
4. Popular activities for the kitchen staff in the past have included tennis, soccer, basketball and canoeing. It is your choice to participate if you wish.
5. You are welcome to join the unit staffs after hours in the evenings.
6. With a valid international drivers license and if you are 21 years old or older you may be able to rent a camp vehicle depending on availability, for days off and town errands. The Camp strives to schedule a larger vehicle for the entire kitchen staff for Wednesday and Saturday afternoons.

## Living Arrangements

1. Room and Board are provided except for meals on days off.
2. Laundry is done weekly by our laundry staff. Bedding is provided. We do have extra towels, but try and travel with one to start.
3. Kitchen assistants live in dormitory-style cabins with toilet and shower facilities either within the building or near by. Usually there are four people to a room.

Although we have a “time-tested” procedure for most kitchen related duties and responsibilities, we encourage assistants to make suggestions and air complaints constructively. The best seasons have been ones where there has been an honest exchange of ideas, suggestions and discussion. Working as a team, listening to and helping each other will make for another successful season. We'll do all we can to facilitate your well-being and successful experience.

## Phone/Mail / E-mail:

Every year Winona works to provide staff with as many options as possible in regard to communicating with friends and family.

- Phone – Winona has two phones which operate with a calling card (which can be purchased in our office). These phones are for staff only and available 24- hours a day. Many staff have cell phones. We ask that you do not have your cell phone on while you are working. Your phone conversations should not impact on the camp experience of other staff or campers. Choose the appropriate time and place to have a discussion.
- Mail – Mail is delivered six days a week, late in the afternoon. Mail goes out Monday - Saturday afternoons. The office can help you with postage, and has a location where you can pay for your postage at camp.
- E-mail – In 2007, Winona went to Satellite internet service, with two hotspot locations. The dining hall has two computers available to staff use. It is difficult to use these computers during the day as they are located in our main office. The best opportunity to use the computers is following work after dinner. The office remains open until 10 PM most nights. The Winona computers are older, and should be used for e-mail messages only – **we ask that staff do not send or receive attachments.** Please understand that if these computers become disabled for any reason it may take a number of days to repair. Many staff are trying to use these computers, so please make every effort to be considerate of others.

The Junior Wiggy has an unsecured wireless network. For people who have their own laptops this is an option when you have free time. Satellite internet does have band width usage limitations, so again we ask you to restraint from downloading or uploading large files. The system has been shut down for a few days each session to compensate to high usage.

During orientation other options will be addressed. The kitchen staff is known for locating high speed internet access at little or no cost, mostly in the local libraries.

**KITCHEN ASSISTANT  
DAILY SCHEDULE:**

Most times other than camp meals are approximate and vary depending on your specific duties.

7:00 AM	Meal preparation
7:30 AM	Breakfast and preparation for meal
8:00 AM	<b>CAMP BREAKFAST</b>
8:30 - 10:00 AM	Clean-up and other duties
12:00 PM	Lunch and preparation for meal
12:30 PM	<b>CAMP LUNCH</b>
1:00 - 3:00 PM	Clean-up and other duties
5:00 PM	Supper and preparation for meal
5:30 PM	<b>CAMP SUPPER</b>
6:00 - 8:00 PM	Clean-up and other duties