

# General Duties for Temporary Support Staff

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## **Assistant Cook**

**Responsible to the Head Cook**

Assist in food preparation, serving, cooking, cleaning, and dining hall set-up.  
Follow the directives of the Head Cook, regarding all aspects of the kitchen.  
Practice "Food Safe" procedures, and maintain good personal hygiene.  
Become familiar with location and use of stock and equipment.  
Contribute to a positive working atmosphere in the kitchen.

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## **First Aid Attendant / Nurse** (*general knowledge*)

**Responsible to the Camp Director**

*(Note: Advanced First Aid courses are only required for advanced Attendants.)*  
Prepare and operate the first aid room, providing care for the ill and injured.  
Collect all medications from campers and staff and administer according to prescriptions.  
Keep confidential records of all treatments and medication given.  
Check all hygiene aspects of camp.  
Discuss need-to-know information with the appropriate personnel.

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## **Laundry**

**Responsible to the Food Services & Office Manager**

Wash staff laundry as requested.  
Wash kitchen towels regularly.  
Wash clothing or bedding for campers only in emergency.  
Provide a weekly laundry schedule for staff and Seed.  
Be willing to offer help in the office, kitchen, or program as time allows.

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## **Lifeguard** (minimum NLS and 19 yrs)

**Responsible to the Program Director**

Take and record a safety check of the whole swim area prior to each swim.  
Check and set out safety equipment prior to each swim.  
Supervise and organize and guard the swimming area and swim activities.  
Assist in training staff in various aspects of waterfront safety and emergency procedures.  
Ensure overall waterfront safety at all times.

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## **Maintenance Assistant**

**Responsible to the Maintenance Manager**

Assist with the regular maintenance and improvement of facilities as required.  
Assist with regular safety checks of all equipment, facilities, and areas.  
Become familiar with and operate according to our risk management policy.  
Assist with disposal of all garbage around camp as required.  
Assist with the appearance and upkeep of the grounds.  
Contribute to a positive working atmosphere in the camp.

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## **Outpost Guide** (*knowledge of bush safety*)

**Responsible to the Camp Director**

Maintain safety on the trip, with common sense and good judgment.  
Communicate regularly with the trip leader regarding safety.  
Seek to understand any potential hazards ahead of time.  
Get to know the other trip leaders, and how your areas of responsibility work together.  
Carry supplies to ward off wild animals (i.e. pepper spray, air horn, rifle).