



## CAMP ASSISTANT GUIDELINES

### A Typical Camp Day

Each day campers will work in teams to prepare recipes and then eat the meal they have created. Recipe packets go home at the end of each camp week-long session. Campers will not be allowed to take home any food. Campers and assistants will be taught to use safe food handling techniques and strategies as dictated by Virginia Code and Fairfax County regulations.

### Assistant Expectations

All assistants arrive one (1) hour before the class to begin camp set-up. Assistants should sign in, put away cell phones, wash their hands, and check in with the camp instructor.

Cell phone use is prohibited while at the school. All phones will remain at the front desk until the students are dismissed. If a call is required during camp sessions, please come out to the front area, make the needed call, and return the phone to the front desk.

The instructor will assign tasks that may include setting out utensils for the students, portioning and measuring quantities of food, and reading recipes to ensure that you understand the flow and requirements for the day's tasks. **During set-up, if you do not understand what is being asked of you, please do not hesitate to ask for clarification. There are no bad questions!**

Once the campers arrive, the instructor will demonstrate cooking techniques for the campers. Then, campers, working in small groups, will begin to prepare food. Assistants support the campers' efforts in the kitchen by making sure they follow directions and use their utensils appropriately. **Culinaria expects assistants to be involved and engaged with campers throughout the camp day.** Assistants primary job is to assist! You will also be assigned cleanup tasks to make sure that the kitchen runs smoothly and efficiently. Those tasks may include washing dishes, clearing dishes, wiping up spills, etc.

At all times, you should exhibit professional and courteous behavior. Please use appropriate language. Limit side conversations, and do not disrupt the flow of the class. If you are having a problem with a camper's behavior or observe inappropriate behavior, please tell the instructor.

Remember that the campers have paid to learn from the instructor. Direct questions to the chef/instructor instead of trying to answer questions from your perspective.

At the end of the camp day, the kitchen will need to be cleaned and restored to its original condition, **including sanitizing all work surfaces**. This includes wiping down counter tops, washing dishes and pans, cleaning and storing equipment used during the camp session, taking the trash to the dumpster, and sweeping the floor.

The assistants often eat foods prepared by the instructor during demonstration; however, assistants may not eat during the camp day without permission from the instructor.

### **Camp Assistant Attire**

Culinaria will provide aprons for the assistants to use each day. **Shoes must be closed-toe and have stable, rubber soles (sneakers/tennis shoes are fine).**

Assistants should wear clothing that is appropriate for work, i.e., able to get stained or dirty. The following summer wear is prohibited in the kitchen:

- ☐ **Open toe shoes, sandals or flip flops;**
- ☐ Tank tops or shirts with loose sleeves or drawstrings; or
- ☐ Dangling bracelets, watches, long earrings or other dangling jewelry.

Short pants should be mid-thigh or longer, and shirts should cover the torso completely. Long hair should be secured behind the ears.

### **Handwashing Policy**

**Hand sanitizer is available throughout the school and should be used often!** All employees must have clean hands! During summer camp, you should expect to wash your hands frequently. You **MUST** wash hands:

- ☐ When you first come in;
- ☐ After handling raw proteins;
- ☐ After sneezing or coughing (Ideally, sneeze /cough into the sleeve of your elbow);
- ☐ After blowing nose;
- ☐ After cleaning; and
- ☐ After using restroom.

**Hand washing shall take place in the Dishwashing Room or Restroom. Please do not use the kitchen sinks for hand washing.**

### **Electronics**

Cell phones, handheld games, music players, and other electronic devices may not be used in the kitchen. Assistants **may not** check these devices during the camp day. Cell phones will be deposited in the office for safekeeping during the camp session.

### **Camper's Code of Conduct**

Culinaria Cooking School's summer camp program is designed to teach children and teens how to cook. The success of this instructional program requires that all children conduct themselves in a safe and appropriate manner in the kitchen. Instructors will address any behavior deemed unsafe, inappropriate or disruptive.

### **Culinaria Cooking Camps are teasing and bully-free zones!**

Campers or assistants who do not comply will receive a verbal warning from the instructor. Repeated troublesome acts may result in exclusion from specific tasks or being excused from camp. Campers who have been excused from camp are not entitled to a refund of camp fees. Assistants who have been excused will only be paid for completed work hours.

### **Emergency Information**

All assistants must have current emergency information on file at Culinaria. In the event of an incident, every attempt will be made to contact a parent on a cell phone, but our first priority will be to attend to the health and well being of the camper.

### **First Aid**

Class instructors will address campers' minor injuries. All assistants should know where the first aid kit is in the classroom, and should report any Injuries (personal or a camper's). Injuries beyond the scope of on-site care will be referred to 911.