

Kitchen Staff

Job Description

REPORTS TO: Administrative Coordinator

WORK TIME:

- Two days of Pre-Camp Training (May 28, June 24)
- Eight weeks of Program Delivery (July 4-September 1)
- One week unpaid vacation in July

GENERAL DESCRIPTION:

Under the direction of the Residential Camp Coordinator, the Kitchen Staff (2 positions) are responsible for the preparation & delivery of Summer Camp meals plus kitchen related clean-up/maintenance. The Kitchen Staff provide daily food in a safe, healthy environment to all campers & Residential Staff in the program. Kitchen Staff will have a keen interest in the well being of the campers & in their own personal development as a staff member in the food services area.

DUTIES & RESPONSIBILITIES:

1. Responsible for meal preparation/planning for the camp programs, including menu plans, grocery purchases, food preparation, delivery & clean up, **while ensuring that all dietary needs are met.**
2. Maintain an accurate count of campers/staff provided for, including lists of allergies/special dietary needs.
3. Responsible for the set up & take down of the kitchen.
4. Maintain a clean, sanitary & well-organized kitchen & storage area.
5. Responsible for supplying food & equipment for all meals being cooked by campers.
6. Ensure all dishes & tables are cleaned & sanitized.
7. Provide accurate weekly inventory lists of food, cooking utensils, dishes & cooking equipment.
8. Responsible for on-going maintenance of cooking & kitchen equipment.
9. Provide final inventory of Food Services equipment ensuring all is cleaned/properly stored at the end of the season.
10. Responsible for final food inventory & proper storage of leftover food supplies.
11. Correspondence with the food suppliers regarding weekly order & food inventory.
12. Other related duties as required.

QUALIFICATIONS:

1. Minimum age of 16 years of age, 18 years of age preferred.
2. Experienced in planning & cooking meals for large groups.
3. Experienced in working in the food services industry.
4. Knowledge of Canada's Food Guide.
5. Food Handlers' Certificate is an asset.
6. Must have knowledge of kitchen equipment, supplies & the maintenance required.
7. Current Standard First Aid/CPR (Level C).
8. Embodies personal beliefs in keeping with the Mission, Principles & Practices of Scouts Canada.
9. Demonstrated appropriate attitude, skills & knowledge for the position.
10. Values constructive feedback & opportunity for personal & professional growth.
11. Completes Scouts Canada screening process including a current clear Police Records Check with Vulnerable Sector Check.
12. Is prepared to take any necessary training, including additional Pre-Camp Training as deemed necessary.

If you think you will make a great addition to the team, please complete our [Online Application](#) by February 28, 2017. Scouts Canada, thanks you for taking the time to consider this position. Please understand that only individuals chosen for an interview will be contacted.

For more information about Scouts Canada visit our website at www.scouts.ca. For more information about Camp Samac Summer Program, go to <http://wpc.scouts.ca/ca/camp-samac-summer-programs>.

