



CAMP SPIRIT 2024

Position: Camp Spirit Food Coordinator

Reports to: Camp Spirit Director

CAMP SPIRIT

Rooted and Growing in Love

PURPOSE AND SCOPE OF THE WORK

Everything FOOD! The CAMP SPIRIT FOOD COORDINATOR will create and share healthy and delicious snacks and meals for staff, volunteers, and participants at Camp Spirit. The CAMP SPIRIT FOOD COORDINATOR will provide a welcoming and inspiring space for volunteers and leaders to help with preparing and serving food; and cleaning up afterwards. They will inspire and share their knowledge and love of cooking with the children and youth throughout the week.

The CAMP SPIRIT FOOD COORDINATOR will work directly with the children, staff, and volunteers of Camp Spirit. The candidate(s) will bring a positive attitude, a love of children, a growing curiosity, and a willingness to work in a team.

RESPONSIBILITIES

1. Food Service:

- Manage all aspects of food service for the Camp Spirit program.
- Work with a team to train and provide meals and snacks at staff training from July 1– July 5.
- Plan snacks and lunch for each Camp Spirit site, Monday to Friday from July 8 – August 23.
- Work with a team to provide meals and snacks at staff closing August 26 – August 28.
- Ensure cleanliness of food preparation and delivery areas.
- Create a healthy and varied menu for lunches and snacks at each of the seven weeks of Camp Spirit and training and closing events – bearing in mind dietary restrictions and nutrition.
- Place food orders or purchase food in accordance with Camp Spirit budget and in a timely manner.
- Manage food purchase and preparation to ensure ample food for participants and staff and to ensure as little food waste as possible.
- Prepare all meals on time as scheduled or assigned by the director.
- Be willing and prepared to meet special food requirements for both campers and staff, e.g., gluten free and vegetarian diets.
- Have menus posted daily.

2. Cleanliness and Safety:

- Keep kitchen clean and in accordance with department of health regulations at all times.
- Sanitize kitchen surfaces regularly throughout the day.
- Wash hands frequently while working in the kitchen and in accordance with department of health regulations.
- Report any accidents or injuries to directors.
- Know the Fire Safety Plan and Emergency Preparedness Plan for each site.
- Know the safety plan for all off-site events and be responsible for your part in such plans.

3. Hospitality and Teamwork:

- Perform job with an attitude of welcome and hospitality to all.
- Connect with families to ensure they are supported, welcomed, and engaged as required in the program (in particular, those families whose children or youth have special dietary needs).
- Work collaboratively in a team, understanding that all staff are expected to help as they are needed regardless of specified role (for example, if there is an emergency, the cook might be asked to support a group of children while a coordinator manages the emergency or if there is a need for extra support in the kitchen, other staff might be asked to help).
- While in out-of-town locations, support team meal planning, food shopping, prep and clean up.
- All other duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE:

- Experience in menu planning and cooking for large groups.
- Chef training an asset.
- Food Safe Level 1 – Current Certification.
- Emergency First Aid – Current Certification.
- Experience in collaborative team leadership

SKILLS AND ABILITIES:

- Ability to organize and be attentive to detail.
- Able to work in an environment where interruptions are frequent.
- Capacity to be healthy and centered during multiple and varied work demands.
- Demonstrated ability to work in an ordered and organized manner as well as a capacity to be spontaneous, flexible, and to take initiative.
- Inspired to share healthy and delicious food with the Camp Spirit community.

CAMP SPIRIT FOOD COORDINATOR WILL BE REQUIRED TO:

- Travel or commute.
- Be hosted in local communities who are hosting a Camp Spirit location (all travel and accommodation for out-of-town sites will be arranged and paid by Camp Spirit) if the location is not within commuting distance of the candidate's home.
- To stay on site for the whole day of camp including breaks.
- Provide a Police Information Check including Vulnerable Sector Check (if staff member is 19 years or over)

COMPENSATION:

The remuneration for this salaried position is \$20 per hour. This position is 40 hours per week for 9 weeks. The dates of work will run from July 1st – August 30th, 2023.

APPLICATION PROCESS:

Applications will open February 5th, 2024. Apply here: [Camp Spirit Position application](#)