



# JOB POSTING

**Kitchen Assistant**  
**Rainbow Lake**

## ABOUT US

Campfire Circle has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

## THE OPPORTUNITY

Do you have experience as a staff or volunteer working with children in a recreational setting? Do our values of care, community, inclusion, sustainability, and integrity resonate with you? And do you have a passion for working with children and youth, and a desire to join a collaborative, supportive staff team where you'll make lifelong connections and develop skills that will support your success in your future chosen career path? If so, we'd love to hear more about you below!

Whether it's at Rainbow Lake, a quiet 143 acres site in Waterford, at Muskoka, which features 400 wooded acres in the town of Rosseau, or at one of our urban locations in the GTA, London, Ottawa or Hamilton, you are connecting kids and families with fun indoor and outdoor activities that help improve their overall wellbeing.

We are searching for Kitchen Assistants to join our Rainbow Lake Fall Staff Team in 2024.

Reporting to the Manager, Food Service, our Kitchen Assistants support the work in our kitchen and dining hall related to health and safety and food preparation and service. Additionally, they assist in implementing our recycling and compost program, and get the opportunity to assist with kitchen-based camper programs like theme meals and group baking. During your experience at Campfire Circle, you will hone and develop your skills relating to problem-solving, time management, teamwork, adaptability/flexibility, kitchen equipment operation, customer/guest service, and safety and sanitation procedures within a team of like-minded co-workers and volunteers.

## TERM AND COMPENSATION

**Start Date: Monday, September 12<sup>th</sup>, 2024**

**End Date: Monday, November 18<sup>th</sup>, 2024**

**Rate: \$17.00/hour**

\*Paid training/virtual training dates may occur prior to this date\*

### Key Accountabilities:

1. **Food Preparation & Service:**

- a) Correctly places and stores clean equipment, dishes, and utensils in assigned storage areas
- b) Work with the team to ensure dish-ware is available and ready for plating
- c) Washes all wares including pots, pans, flatware, and glasses, by hand or using dishwasher
- d) Moves dishwashing supplies and equipment from storage to work area by hand or using hand trucks/carts
- e) Stocks serving stations, cupboards, refrigerators, and other assigned areas with necessary dishes and utensils
- f) Work with staff in theme meals
- g) Assist staff with food related programs (i.e. cookie baking programs)
- h) Responsible for the preparing, serving and cleaning up after each meal service.
- i) Assist with the packing and unpacking of camp programs such as out tripping, free for all's, theme meals etc. while following all appropriate food handling and sanitation techniques
- j) Ensure that food is utilized effectively and efficiently (minimizing food wastage while maintaining appropriate food demand).
- k) Ensure that all food storage and disposal is done according to proper policy and procedure (according to Campfire Circle, Health & Safety, OCA and CAPOC standards). This includes the disposal of kitchen and Dining Hall garbage, recycling and compost.

## **2. Health & Safety:**

- a) Report to the Food Service Manager any problems with equipment, risks, issues, or challenges in the kitchen
- b) Follow all regulations from the health & safety act, the Ontario Camping Association and CAPOC
- c) Ensure appropriate records and logs are being completed (i.e. cooler/freezer temperatures)
- d) Follow a kitchen checklist procedure for opening and closing the kitchen or your kitchen area
- e) Be knowledgeable in all equipment, food handling preparation and sanitation to the extent of your training
- f) Report on any incidents and disclosures with the Food Service Manager
- g) Report any problems with equipment, risks, issues or challenges in the kitchen
- h) Understand and implement allergy control procedures when necessary (i.e. Nut allergies) and maintain a nut aware facility
- i) Ensure all areas and tasks are safe at all times

## **3. Staff/Volunteer working Environment:**

- a) Develop and maintain working relationships with each staff, Intern and volunteer to contribute to a healthy, productive and positive working environment inside and out of the kitchen
- b) Ensure a safe and respectful environment for everyone is being maintained
- c) Help to create and maintain a physically and emotionally safe work environment for kitchen staff and volunteers

## **4. Medical & Confidentiality:**

- a) Maintain confidentiality at all times (i.e. dietary needs, medical information and allergies of campers, staff, volunteers etc.)

## **ABOUT YOU**

### **QUALIFICATIONS**

*Required Criteria:*



- a) 1+ years' experience in a Food Service environment
- b) Clear police reference check with vulnerable sector screening if 30+
- c) Reliable transportation to and from the working site

*Advantageous Criteria:*

- a) Current G2 or G class driver's license and the ability to be covered by camp's insurance policy
- b) Experience working with therapeutic diets and food allergies
- c) Experience working with commercial kitchen equipment
- d) Experience working in a camp environment

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require that all staff must provide an attestation to having received their childhood vaccinations. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. All staff must provide an updated Police Record with Vulnerable Sector Screening. We also require that all staff be currently eligible to work in Canada and for Campfire Circle.

*Particular Working Conditions:*

- a) These positions have the option to live at the Rainbow Lake site during shifts, or commute to and from the site daily for shifts
- b) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.
- c) Often wear uniforms such as aprons or jackets.
- d) Often wear safety attire such as gloves
- e) Often exposed to hazardous situations and conditions that produce cuts or minor burns
- f) Work physically near others
- g) Are often exposed to hot and cold temperatures, such as when working near ovens or retrieving food from freezers
- h) Occasionally work near contaminants and hazardous equipment
- i) Often work in a noisy and distracting environment
- j) Often work near and with commercial food service equipment

*Physical Requirements:*

The role requires occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and significant fine finger dexterity. The job is performed in a generally hazard free environment and in a clean atmosphere.

**TO APPLY**

Qualified applicants are encouraged to apply by email at [careers@campfirecircle.org](mailto:careers@campfirecircle.org). **Please indicate in the subject line the title of the role(s) you are applying for.**

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!



*This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit [www.campfirecircle.org](http://www.campfirecircle.org) - No phone calls please.*

## HEALTH AND WELLNESS

Campfire Circle acknowledges that the overall health and wellness of you and your family are important; for this reason, we have partnered with Dialogue to create an employee and family assistance program which is accessible to all of our seasonal and year-round staff members and their families.

## ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at [careers@campfirecircle.org](mailto:careers@campfirecircle.org) or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/work-at-campfire-circle/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy- the traditional territory of many nations such as the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We aspire to be deserving stewards of the land, in partnership with them.