



JOB POSTING

Kitchen Assistant Rainbow Lake

ABOUT US

CAMPFIRE CIRCLE (formerly Camp Ooch & Camp Trillium) 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.

At CAMPFIRE CIRCLE we are committed to ensuring employment is accessible within our organization. In summer 2022 we are piloting a project to help reduce financial barriers for summer staff members. This may include assistance with costs related to the job such as: camping equipment/gear, outdoor clothing, training/certifications, and transportation, mileage, or parking. If you require financial assistance related to the program, you are invited to make this known during the recruitment process.

THE OPPORTUNITY

CAMPFIRE CIRCLE will be running in-person overnight camp programs at both of our overnight camp locations, Rainbow Lake (Waterford, ON) and Muskoka (Rosseau, ON) this summer.

Would you like to be part of our amazing staff team this summer? We are searching for **Kitchen Assistants** to join our Summer Staff Team in 2022 at Rainbow Lake.

Reporting to the Food Service Manager, 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.

Start Date: June 24, 2022

End Date: September 4, 2022

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 and stocks serving stations, cupboards, refrigerators, and other assigned areas with necessary dishes and utensils.
- 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) Work with staff in theme meals and food related programs (i.e. cookie baking programs).
- f) Responsible for the preparing, serving and cleaning up after each meal service.
- g) 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.
- h) Ensure that food is utilized effectively and efficiently (minimizing food wastage while maintaining appropriate food demand).
- i) 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. refrigeration temperatures).
- d) Follow a kitchen checklist procedure for opening and closing the 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.

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.

ABOUT YOU

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

Experience and Qualifications:

Required Criteria

- a) 1+ years' experience in a Food Service environment.
- b) Clear police reference check and vulnerable sector screening.
- c) Current driver's license or reliable transportation to and from the working site.

Advantageous Criteria

- a) Experience working with therapeutic diets and food allergies.
- b) Experience working with commercial kitchen equipment.
- c) Experience working in a camp environment.

Personal/Professional Characteristics

In order to be a successful part of our outstanding staff team, you will be passionate about playing a key role in helping to support the food service program at our Rainbow Lake site in Waterford. It is important that our kitchen staff are able to work collaboratively and positively with others, are able to maintain confidentiality of food-related medical information (ie. Dietary needs or allergies), and enjoy helping to create a safe space where everyone belongs.

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.

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.

Please indicate in the subject line the title of the role you are applying for.



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. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens, permanent residents, and those with authorization to work in Canada.

Accommodations are available on request for candidates taking part in all aspects of the selection process. You can contact our HR Team for accommodation requests at HR@campfirecircle.org, 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.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.