



JOB POSTING

Lead Cook 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 **Lead Cooks** to join our Summer Staff Team in 2022 at Rainbow Lake.

Reporting to the Food Service Manager, and working closely with the rest of the summer staff team and in support of our volunteers, our Lead Cooks are responsible for assisting and providing leadership in the coordination of the kitchen, dining hall, kitchen assistants and volunteers.

Start Date: June 22, 2022

End Date: September 4, 2022

Rate: \$20.00/hour

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



KEY ACCOUNTABILITIES:

1. FOOD PREPARATION & SERVICE:

- a) Follow the menu plan as designed for the program with accommodations for special dietary needs.
- b) Responsible for the organizing, preparing, serving and cleaning up after each meal service.
- c) Allow for the Kitchen's cooperation in special meals, themes and other special programs for camp and rentals when necessary and/or able.
- d) Assist with the coordination, preparation, 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.
- e) Ensure all special diets within CAMPFIRE CIRCLE's means are adhered to and in conjunction with the Director and Healthcare team.
- f) Ensure that food is utilized effectively and efficiently (minimizing food wastage while maintaining appropriate food demand).
- g) 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) Be knowledgeable and up to date in all equipment usage, food handling preparation and sanitation and follow all food serving guidelines.
- b) Report to the Food Service Manager any problems with equipment, risks, issues, or challenges in the kitchen.
- c) Ensure that regulations are followed from the health & safety act, the Ontario camping association and CAPOC.
- d) Follow specific dietary requirements for campers and staff (i.e. Low cholesterol diets).
- e) Ensure appropriate records and logs are being completed and follow kitchen checklist procedure for opening and closing kitchen.
- f) Be knowledgeable in all equipment, food handling preparation and sanitation.
- g) Report and follow up on any incidents and disclosures with the food service manager.
- h) Report any problems with equipment, risks, issues or challenges in the kitchen.
- i) Understand and implement allergy control procedures when necessary (i.e. Nut allergies) and maintain a nut aware facility.

3. STAFF SUPERVISION & DEVELOPMENT:

- a) Supervise kitchen staff (Cooks, Kitchen Assistants & volunteers).
- b) Report and follow up on any incidents and disclosures with the Food Service Manager.
- c) Create and maintain appropriate working relationships with co-workers, staff and volunteers.
- d) Ensure staff have appropriate equipment to complete their jobs efficiently, effectively and safely.



- e) Assign responsibilities to staff for the day while maintaining a safe and reasonable workload for kitchen staff
- f) Be an approachable and available resource for staff and volunteers.
- g) Identify staff issues as they arise and alert food service manager of recurring or unresolved issues; be a sounding board and act as a role model within the staff community and around campers.
- h) Bring to the attention of the food service manager any concerns regarding or on behalf of campers and staff.

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) Current Food Handler Certification.
- b) 2+ years' experience in a Food Service environment.
- c) 1-2 years' experience in a leadership/supervisory role.
- d) Clear police reference check and vulnerable sector screening.
- e) 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 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. We are looking for staff who have experience working in a kitchen, are able to maintain confidentiality of food-related medical information (ie. Dietary needs or allergies), are experienced in supervising and developing others, and who easily build and maintain positive and respectful working relationships. Great communication skills and leadership experience are essential in this role.

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.