



## JOB POSTING

Prep Cook  
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.

At Campfire Circle we are committed to ensuring employment is accessible within our organization by reducing financial barriers for summer staff members. Based on identified need, we may be able to assist with costs related to the job such as: camping equipment/gear, outdoor clothing, training/certifications, and transportation. If you require financial assistance related to the program, you are invited to make this known during the recruitment process.

### 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.

Campfire Circle will be running in-person overnight camp programs at both of our overnight camp locations, and community and day camp programs in the GTA, London, Ottawa and Hamilton.

We are searching for a Prep Cook to join our Summer Staff Team in 2024.

Reporting to the Manager, Food Service, our Cooks are responsible for assisting the Lead Cook in the coordination of the kitchen, dining hall, kitchen assistants and volunteers.

**Start Date: January 26<sup>th</sup>, 2024**

**End Date: September 1<sup>st</sup>, 2024**



**Rate: \$17.00/hour**

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

**Key Accountabilities:**

**1. Food Preparation & Service: 60%**

- a) Follow the prep list as designed for the week
- b) Be flexible to the special dietary requests that may occur last minute
- c) Labeling and stocking all ingredients on shelves so they can be organized and easily accessible  
Assist staff with food related programs (i.e. cookie baking free for alls)
- d) Prepare cooking ingredients by washing and chopping vegetables, cutting meat etc .Undertake basic cooking duties such as reducing sauces, parboiling food etc. Ensure that food is utilized effectively and efficiently (minimizing food wastage while maintaining appropriate food demand).
- e) 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.
- f) Keeping track and care of kitchen equipment (ie. loaning and returning of kitchen products to program staff)

**2. Health & Safety: 20%**

- a) Report to the Food Service Manager any problems with equipment, risks, issues, or challenges in the kitchen
- b) Ensure that regulations are followed from the health & safety act, the Ontario Camping Association and CAPOC
- c) Follow specific dietary requirements for campers and staff (i.e. allergies and intolerances)
- d) Ensure appropriate records and logs are being completed (i.e. cooler/freezer temperatures)
- e) Follow a 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
- j) Ensure all areas and tasks are safe at all times

**3. Staff/Volunteer Working Environment: 10%**

- 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) Establish a check in system and ongoing feedback for staff and volunteers that you are working closely with each session
- d) Help to create and maintain a physically and emotionally safe work environment for kitchen staff and volunteers

**4. Medical & Confidentiality: 10%**

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



## 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 TB testing for all our program facing staff. Additionally, all of our staff are required to be currently eligible to work in Canada and for Campfire Circle.

Our Campfire Circle summer staff bring boundless enthusiasm, a can-do attitude, and a commitment to creating unforgettable and meaningful experiences for campers and their families. Come join the Circle!

## QUALIFICATIONS

### *Required Criteria:*

- a) Current Food Handler Certification
- b) 1+ years' experience in a Food Service environment
- c) Clear police reference check, and vulnerable sector screening if 30+
- d) 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

### *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 through our online staff application form – [Summer 2024 Camp Staff Application](#)

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! Campfire Circle understands that the costs of training and certifications can be a barrier to accessing employment. As such we are committed to providing full reimbursements for expenses related to employment at Campfire Circle.

*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 Homewood Health 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.

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.

