



CAMP MASKEPETOON

Head Cook

The head cook is responsible for the ordering of food and planning and preparation of all meals and snacks on camp. They will work with an assistant cook and volunteer kitchen helpers to ensure that meals are well-balanced and nutritious, cost-efficient, and served in a timely manner. They will also ensure that the kitchen meets all applicable health and safety standards and is kept clean and organized. While every effort is made to accommodate the kitchen schedule, the head cook must also be willing to be flexible and meet the unexpected demands of summer camp life including occasional delays and pre-planned theme meals.

Responsible to: The Director

Wage: \$1,200/week

Security Level: High

Duration: Orientation Weekend: May 10 - 12, 2024

June 16, 2023 - August 30, 2024 (June 16 - June 22 is offsite)

Qualifications

- Must be at least 18 years of age
- Must have experience planning, ordering and cooking for large groups
- Must be willing to work in an environment with children
- Possess Food Safe Certification
- Must be able to get transportation to camp to accept food orders

Responsibilities

In their capacity as head cook, the staff member will:

- Meet with the director and/or members of the board before summer in order to discuss initial food orders and other particulars
- Work within a budget to prepare food orders throughout the summer
- Prepare a meal plan at least a week in advance to be approved by the director
- Oversee the preparation of daily breakfast, lunch, and dinner (including desserts), afternoon snack and evening cocoa
- Ensure that meals are well-balanced and nutritious
- Be able to accommodate particular dietary needs of staff and campers including allergies, vegetarianism/veganism, lactose-intolerance or other issues
- Be able to adapt the menu, in consultation with the director, to accommodate camp themes or activities
- Ensure that all applicable health and safety standards are adhered to
- Ensure that the kitchen is clean and organized
- Provide training and direction for the assistant cook and volunteer kitchen helpers (including dishwashers)
- Remain on site following the end of summer to ensure that the kitchen is properly cleaned and inventory is taken.



Qualifications for All Camp Maskepetoon Summer Staff

The ideal candidate for all positions will:

- Understand the purpose and philosophy of Camp Maskepetoon
- Have experience in planning and implementing programs for youth
- Possess excellent communication, organizational, and leadership skills
- Have an interest and enthusiasm for camp experiences
- Have an understanding of United Church Theology (this will be covered in training)
- Demonstrate an understanding of, and keen interest in, working with youth
- Be able to work and live closely and effectively with other staff members
- Have the emotional stability to place campers' needs before personal desires
- Be in good health and physical condition with the stamina needed to work long days
- Possess a Standard First Aid (SFA with CPR Level C) certificate or equivalent
- Obtain a satisfactory police information check with vulnerable sector search
- Be able to fulfill all responsibilities as outlined below
- Be willing to adhere to and model all health and safety protocols

Responsibilities of All Camp Maskepetoon Summer Staff

All members of staff will have the following responsibilities:

- Attend training sessions and planning meetings prior to camp
- Live communally, on-site, for periods of seven to ten days
- Conduct oneself at all times in a manner that is both professional and consistent with the philosophy of camp as set out by Camp Maskepetoon, the guidelines of The United Church Camping Standards manual, and the guidelines of the Alberta Camping Association (ACA)
- Act as a role model for campers, volunteers, and other staff
- Develop and implement inclusive programs that are age and time appropriate and designed with specific goals of skill acquisition relevant to the program area
- Contribute to the planning and implementation of all daily and special camp activities. Participation is required in all camp activities.
- Supervise daily skippers (chores around camp). It is ultimately the responsibility of the staff member to ensure that all jobs are completed in a timely and efficient manner
- Demonstrate a positive enthusiastic attitude and to encourage enthusiasm in campers and volunteers
- Maintain a high level of communication and develop an excellent rapport with the camp director, other staff, and volunteers
- Participate in camp set-up and end of season clean-up
- Be familiar with all emergency procedures
- Help maintain order during all camp activities
- Work with all staff to ensure the camp is kept clean and in good order
- Carry out any other duties as assigned by the camp director
- Ensure all equipment and supplies are prepared for activities and properly cleaned and stored at the conclusion of the activities or day
- Submit a camp summary report to the board of directors by the required deadline. This report will include: An inventory of program supplies and equipment; program specific comments –



what worked, what didn't; and suggestions for next year

- Arrive on camp at least two hours prior to the arrival of the buses or at a time established by the director. Staff may periodically be assigned to accompany campers on the bus to or from Camp.
- Read and understand the Camp Maskepetoon Summer Policy Manual and position-specific manual

All summer staff members are ultimately accountable to the Camp Maskepetoon Board of Directors. The director is responsible for all on-site camp staff.