



Kitchen Manager

The Kitchen Manager is responsible for all food at Camp Vincent during the Summer Camp Programs This includes: menu planning, food ordering, preparing, cooking, and serving all meals and snacks with the help of an assistant. .

Accountability

The Kitchen Manager is accountable to the Camp Director

Responsibilities

- Responsible for the development of a minimum bi-weekly menu plan following Canada's Food Guide as a basis for daily intake. Weekly menus will be modified to accommodate campers with food allergies or dietary concerns. Alternates or substitutions will be prepared and served to these campers. Weekly menus will be modified when seasonal items can be included.
- Ensure meals are served on time and are served at the appropriate temperatures.
- Ensures food quantities prepared reflect the age of the campers, the number of campers, staff and visitors on site and allow second servings for anyone wishing more.
- Responsible for preparing, cooking and serving all meals and snacks, while following safe food handling practices as laid out by the county health unit guidelines, and OCA food preparation standards.
- Wears proper attire while on duty ie. closed toe and heel shoes, clean apron as needed, hair net to be worn at all times during kitchen shift (all hair to be contained/covered by hair net) New hair nets are available in the kitchen.
- Provide guidance and leadership to the dietary team
- Ensures all freezers and the cold room are kept clean and organized and follow all safe food handling procedures for these conditions ie: FIFO rule, all storage 6" off the floor etc.
- Checks and records the cold room and freezers temperatures twice daily on form provided. Retain these records in the kitchen office for any future reference. Report any concerns to the Camp Directors.
- Ensures all kitchen assistants and servers follow safe food handling practices, proper hand washing techniques and wear proper attire while assisting in the kitchen.
- Seek to limit the cost of food, supplies, and equipment to within the yearly 'Food Budget' set by the camp.
- Ensures that a copy of all documents (inventory, order and invoice slips) are kept for the director.
- Checks all delivery orders for accuracy.
- Reports any losses and damages of kitchen equipment to the Camp Director

- Ensures that food inventory is minimal at the end of the season. Compile lists of all inventory at end of season and post in dry storage area and on freezer lid to assist the board and the following year's cook.
- Performs all other duties designated by the Camp Director.

Qualifications

- At least 18 years of age
- A Police Criminal Record Check and a Vulnerable Sector Check is required before commencement of employment
- Current Standard First Aid and CPR-C
- Ability to work with children and young people
- Have current Food Handler Certification
- Ability to accept guidance and supervision
- Good moral character, integrity, adaptability, emotional maturity
- Highly motivated, patient, possess high degree of self-control
- Enthusiastic, sense of humour, patience, and self-control
- Reliable transportation to and from Camp Vincent

The wage for this position will be \$17.00 an hour.