

Provincial Camp: Kwah-ee

Quartermaster Position Description

Position Description

MISSION

To be a catalyst for girls empowering girls

Purpose

To plan and prepare a healthy menu for Campers and staff for a five day outdoor camp, in accordance with Canada's food guide and allergies noted by staff.

Accountability

Kwah-ee Management Team and Kwah-ee Responsible Guider

Responsibilities:

Pre-Camp

- To attend the pre-camp planning meeting
- Begin preparing camp menus at the pre-camp planning meeting
- Prepare the final camp menu taking into consideration any food allergies of campers and staff
- Estimate quantities of food and cleaning supplies required at camp
- Prepare a grocery list necessary for camp
- Prepare menus for posting at camp
- Purchase groceries as economically as possible keeping within the camp food budget
- Complete any necessary pre-camp food preparation
- Arrange for deliveries of food and supplies as required
- Keep a running record of total food cost with receipts

Camp

- Prepare, with assistance, camp meals, including all staff meals
- Prepare, with assistance, patrol box ingredients
- Oversee proper storage of food and fluids
- Maintain cleanliness in the kitchen and food storage area
- Replenish supplies as necessary
- Report damage to or failure of equipment to the Assistant Director
- Attend staff meetings as required



Post Camp

- Forward all remaining food and supplies following camp to Guide House or leave for next camp
- Oversee closing of all areas used by the Quartermasters
- Prepare a financial statement for all food and cleaning supplies, forwarding all receipts and money to Kwah-ee Committee Chair
- Prepare any other reports as required by Kwah-ee Committee

Qualifications

- Member of the Girl Guides of Canada, Guides du Canada
- Good organizational and communications skills
- Ability to delegate
- Good team building skills
- Positive and flexible attitude
- Strong knowledge and practice of food handling and preparation
- Good knowledge of the Canada's Food Guide

TERM

The term of commitment will be approximately three months for the planning, execution and wrap up of camp(s).

