

# Food Services Staff

## Girl Guides of Canada, Ontario Council

**Priority hiring for this position is given to the applicant who can complete the full contract.**

### **Requirements of Position (must have, or be willing to obtain, to apply for position):**

- Able to be a member of a dynamic staff team. Able to adhere to camp policies which may be limiting and not necessarily reflect your way of living.
- Able to live and work in a residential setting with limited privacy and personal space.
- Ability to lift 15kg (30 lbs) safely and stand for extended periods of time. Ability to work independently and as team to complete tasks set out.
- Able to work long hours with limited down time with a wide variety of individuals from a wide-variety of backgrounds and personalities.
- Able to recognize emotional stressors and implement self-care strategies. Able to discuss emotional and social needs with supervisors.
- Able to participate in all training programs required for this position. Mandatory in-person training will occur within your contracted dates. A few hours of on-line training may be required to be completed prior to the first date of your contract.
- Be available for the full duration of the camp program. You may not attend LEAP as a Patrol Guider
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer.

### **Qualifications (must have, or be willing to obtain, to apply for position):**

- Should be 18 years of age or older on first day of work. Younger staff may be considered.
- Experience in food service which includes prepping, cooking, cleaning and storage of food.
- Ability to follow instructions and simple menus.
- Demonstrated ability to work independently and in a team atmosphere.
- Current throughout employment period:
  - Safe Food Handling Certificate
  - Standard First Aid including CPR with Adult, Child and Infant
  - Police Records Check to comply with the requirement of obtaining the equivalent of membership in Girl Guides of Canada. If hired, Girl Guides of Canada will cover the cost to complete a PRC through our process only and we will provide further instruction once hired.
- Knowledge of the Girl Guides of Canada program is an asset.

**Reports to:** Food Services Coordinator. Some support and supervision for this role comes from the Camp Coordinators or Camper Care Director.

**Accommodations:** Food Services Staff will live on a camp site with other staff/campers and will be an active part of the Counselling team for that site. A person may be Food Services Support for part of their summer but may or may not be in the position for the full contract.

### **Responsibilities (training for these “responsibilities” will occur before you begin your role):**

#### Section One: General

- Be conversant with the appropriate organizational and governmental requirements for the implementation of responsibilities. This includes but is not limited to:
  - Girl Guides of Canada, Ontario Council Terms of Employment
  - Government regulations as they pertain to food handling practices
- Actively provide leadership & participate as a staff member of the camp team in the implementation of the overall camp program.
- Be an effective role model to campers and colleagues. This includes but is not limited to:
  - Living the vision, mission and values of Girl Guides of Canada
  - Respectful treatment of all campers/staff

- Compliance with all rules/regulations
- Appropriate communication and interactions prior to, during and after camp
- Maintaining a clean & safe work/living environment and general behaviour throughout the employment period
- Actively participate in the resolution of concerns that may arise within the team or with campers and implement appropriate process for the management of such.
- Notify the Food Services Coordinator/Camp Director of any concerns as they arise.
- Be prepared and on time for all shifts assigned to you.

**Section Two: Food Services**

- Responsible for safe food handling. This includes but is not limited to:
  - On-site food preparation by campers or staff
  - Centralized food preparation by campers or staff
  - Off site food preparation, such as overnights & trips, by campers or staff
- Ensure food quality is maintained for safety and is ready to be served on time.
- Provision of leadership in & responsibility for food storage at all locations within the camp.
- With the Food Services team, oversee the implementation of food practices relevant to the dietary restrictions and allergies within the camp population.
- Involve other staff and campers in food preparation as age appropriate and suitable.

**Dates of Contracts and Required Availability (includes training):**

<b>Woolsey</b> Ottawa ON Summer Overnight (SOC)
<b>2 positions available</b>
<ul style="list-style-type: none"> <li>● June 17-21 LEAP/Doe Lake Skills Training</li> <li>● SOC, June 27-August 25</li> <li>● LEAP August 1-10 Doe Lake</li> </ul>

**Notes:**

- Assignment to specific areas can be changed as required to effectively deliver the program requirements of a specific time period. This reassignment is at the discretion of the Camp Director.
- LEAP: duties will include camp set up, program delivery, camp community support, camp tear down while providing a high degree of customer service to the volunteer committee event planners and other duties not related to Food Service.
- Girl Guides of Canada, Ontario Council reserves the right to assign employees to assist at camps other than those for which they are hired.
- Girl Guides of Canada, Ontario Council reserves the right to assign occasional work outside of listed hours with the reciprocation of appropriate compensation for missed time off.
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.

