

Camp 2026

Food Services Coordinator

Position Description



March 1, 2024

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To plan and prepare a healthy menu for a seven day (plus three additional days for Core crew) large outdoor camp in accordance with Canada's food guide and allergies noted by participants. Meals will need to be made for Core Crew and ingredients provided to all patrols for them to prepare on camp stoves.

ACCOUNTABILITY

The Discover Camp 2026 Planning Committee via the Infrastructure Lead

Pre-Camp:

- To attend the pre-camp Infrastructure planning meetings and general planning meetings, as required.
- Build a team to help run all Food Services duties
- To review all guidelines as outlined in Safe Guide.
- Begin preparing camp menus
- Prepare the final camp menu taking into consideration any food allergies.
- 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:

As part of the team:

- To adhere to ALL guidelines as outlined in Safe Guide.
- Prepare camp meals for core crew.
- Oversee the preparation of ingredients to be given to patrols
- Keep a station stocked with water, coffee and tea for staff throughout the event as agreed.
- Oversee proper storage of food and fluids.
- Arrange for proper disposal of food waste at camp and create a communication plan to share with patrols.
- Maintain cleanliness in the kitchen and food storage area.
- Replenish supplies as necessary.
- Report damage to or failure of equipment to the Infrastructure Lead.
- Attend staff meetings as required.



Post Camp:

- Forward all remaining non-perishable food and supplies following camp to Provincial Office.
- 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 the Infrastructure Lead.
- To assist with closing of the campsite.
- To prepare a final report of the camp and forward it to the Infrastructure Lead.

Qualifications

- Member of the Girl Guides of Canada, Guides du Canada
- Must be at least nineteen years of age
- Must have a valid Food Handlers certification
- Good organizational and communications skills
- Ability to delegate
- Positive and flexible attitude

Term

The term of commitment will be approximately eighteen months for the planning, execution and wrap up