



## Head of Food Services – Camp Pringle 2023

Located in a beautiful natural setting on Shawnigan Lake, just 45 minutes north of Victoria, **Camp Pringle** includes 20 acres of forest, open fields, nature trails, and a private beach. From April-October, the camp is quite busy with rentals ~ including a large number of school groups ~ and summer camps. There are many fewer guests during Nov-March, so lots of seclusion.

The **Head of Food Services** oversees all aspects of kitchen management, menu planning, ordering, food preparation and kitchen cleanup at camp. They will endeavour to create a customer focused atmosphere that ensures all guests, employees and volunteers feel welcome. This includes ensuring a nutritious well-balanced menu and sufficient quantities for all meals provided; making efficient use of resources, including utilizing leftovers creatively; staying within allocated budget, and providing excellent service. The Head of Food Services is responsible for supervision and training of all Kitchen Assistants and Cleanup Crew and ensuring that the kitchen is cleaned to health standards.

**Accountable To:** The Executive Director (for running of operations in the kitchen, adhering to budget, ordering food and supplies, customer service and meal planning) and for matters involving the facility or equipment management of the dining hall or commercial kitchen.

**RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING:(Moderate)** The Head of Food Services will have limited opportunity of unsupervised access to children. However, it is required that they be subject to a full level of screening, including a criminal record check. The Head of Food Services must be careful not to put themselves in a situation where they are alone with a child.

### **Responsibilities:**

- Ensure the efficient and appropriate operations of the commercial kitchen
- Catering meals for schools, summer camps, rental groups and Camp Goodtimes
- Planning and serving nutritious and diverse meals in accordance with Canada's Food Guide
- Ensuring the kitchen and dining hall are cleaned in accordance with Island Health standards.
- Ensure pantry, cooler and freezer are kept organized, clean and well stocked. All food and equipment should be regularly inventoried and all food labelled. Stock should be rotated to ensure timely use of oldest stock to reduce waste.
- Work with the Administrative Assistant to ensure all dietary info and allergies are known and ensuring questions are clarified well in advance of the person arriving at camp.
- To wash kitchen linen daily, or ensure that it is done.
- To report required equipment repairs to the Executive Director
- To act as a contributing member of the camp staff, attending staff meetings, and assist in operational tasks relating to the camp when requested.
- To be aware of their part in emergency procedures, and in operation of fire equipment.

- To ensure the security of the kitchen.
- To communicate effectively and respectfully with members of the staff team, customers and campers.
- To maintain an accurate meal count for each day.
- To attend to left over food by dating it and wrapping it securely.
- To ensure that garbage is properly removed and garbage containers are kept clean daily.
- To report at the end of the summer on menus, staff evaluations, recommendations, costing, final inventory.
- To deal with any problems with fellow staff members immediately and in such a manner as to gain a positive solution for both parties.
- To obey all camp rules and act as a positive role model for other staff
- To be sensitive to and strive toward fulfilling the Mission of the camp;
- Other duties as required by the Executive Director

**Supervision:** The Head Cook is responsible for supervising and training all kitchen personnel. This includes:

- scheduling hours, including breaks
- creating a team atmosphere
- ensuring kitchen staff are on time and working efficiently
- varying the work of the kitchen staff
- providing regular feedback for improvement

**Evaluation:** A performance evaluation of the Head Cook will be carried out at the end of each camping season by the Executive Director. There is a 3-month probationary period at the start of employment.

**Remuneration:**

**Salary:** \$40,000 (pro-rated by the month)

**Vacation:** 2 weeks expected to be taken in the off-season (November – February).

**Room & Board:** (when food is available in/from the kitchen) – \* these amounts are calculated as a taxable benefit are not payable to the Camp but are taxed as income

**Accommodations:** \$1000/mo

**Food:** For Nov-March \$225/mo; Apr-Oct \$515/mo

The suite is a one-bedroom with full kitchen and bath located at the back end of the dining hall. Includes all utilities and wifi access.

**Start Date:** March 6, 2023

**Deadline for Applications:** Interviews will start Feb 6, 2023 and continue until filled

Resume with cover letter should be sent to:

Gwen Dell'Anno, Interim Executive Director

[director@camppringle.com](mailto:director@camppringle.com)