

JOB DESCRIPTION

Position: Camp Cook & Kitchen Coordinator

Accountability: Reports to BGC Program Coordinator

Major Duties:

- To coordinate all aspects of Camp Mambo food and nutrition programming
- Weekly menu planning, ordering food, managing pickup and delivery, preparing or overseeing preparation of morning and afternoon snacks
- Running BGC Club cooking and nutrition programming (Kid Food Nation)
- Creating a Camp Mambo cookbook and food program manual including menus for all eight weeks of camp (snacks and lunches) as well as recipes to be used for future reference
- Keeping file of all receipts related to food programming and notes on suppliers and your satisfaction/dissatisfaction, pros and cons of suppliers
- Maintains cleanliness of kitchen to standards of Toronto Public Health
- Weekly survey of campers and their parents to evaluate food programming, feedback on menus and suggestions for improvements/changes
- Follows agency policies, procedures and mandates
- Participates in staff meetings and training sessions.

Qualifications:

- Enrolled in post-secondary education in related field
- At least one year of experience working in a kitchen/preparing large quantities of food
- Current Food Handler's Certificate an asset (training will be provided if needed)
- Strong organizational skills with the ability to work both in a team and independently
- Must be between 16 and 30 years of age at the start of employment
- Current First Aid Certificate, CPR and driver's license are assets
- Second language an asset (e.g. Cantonese, Mandarin, South Asian languages, Arabic)

Salary Range: \$21.74/hr (under review)

10 Weeks (June 24 – August 23) @ 30 hours per week

To apply, please click on "Register" on our website and proceed to make an account in our registration system. You will find the Summer Job Application under "General" programs.

If you have any questions, please contact Michaela Warren at michaela@bgceastview.com

Eastview Neighbourhood Community Centre is an equal opportunity employer and encourages applicants from diverse backgrounds. Only those selected for interviews will be contacted.