

Position Opening

Kitchen Coordinator

Reports To

Food Service Director

Summary

The Kitchen Coordinator ensures that the Junior food service team is adequately fulfilling their duties in the kitchen. Kitchen Coordinator will assist the Food Service Director in the ordering and execution of all menus and meals.

Responsibilities and Duties

- Ensure all meals and snacks are prepared and served on time and in appropriate quantities
- Ensure all dietary restrictions and allergies are accommodated.
- Train and supervise food service team.
- Ensure Jr kitchen staff are supported and that clear expectations are outlined for them
- Assist in ensuring camp kitchen is cleaned and maintained in compliance with Ontario Health Code Standards.
- Coordinate meal planning with Wilderness team and ensure depot is adequately stocked for canoe trips.

Knowledge Skills and Abilities

- Strong interpersonal skills with the ability to work with children in building self-esteem and self-confidence.
- Ingenuity and inventiveness, capable of thinking on one's feet and adapting to changes in scheduling.
- A disciplined, results-oriented, self-starter, demonstrating initiative and the ability to work independently with minimal supervision, while also being able to manage multiple responsibilities.
- Excellent decision making under pressure. Safety and risk management oriented thinking.
- Previous experience working in a commercial kitchen.
- Previous experience serving up to 250 guests at a time.

Skills and Qualifications

- WHIMS
- Food Handlers Certificate (or willing to obtain)
- Valid Class 5 drivers license

Physical Aspects of the Position

Reasonable Accommodations may be made to individuals with disabilities to perform essential job functions.

- Work Environment: Work is performed both indoors and outdoors in all weather.
- Strength Requirements: Ability to lift and carry up to 30 pounds.
- Visual and Hearing Requirements: Volume level can range from quiet to moderately loud.
- Sufficient eye-hand coordination to operate equipment as needed.
- Communication: Ability to verbally communicate to exchange information with both English-speaking and non English-speaking contacts.
- Emotional: Ability to live in communal living spaces with coworkers.
- Mobility Parameters:
 - Ability to walk, stand and sit for up to 3 hours consecutively
 - Can climb stairs and walk on high grade and rustic terrain.
 - Lead camp activities such as hiking (up to 90 minutes), swimming (from a beach or dock), and building campfires (squatting up to 30 minutes)