



## Job Posting for Camp Cook

**Employment Dates:** Start date - April 26, 2024; End Date - September 30, 2024

**Wage:** \$20.00 per hour, plus accommodation, all meals when Food Service is offered, water taxi fares (2 return trips per month), and staff shirt

**Summary of Position:** Working with the Head Chef & Food Service Director, the Camp Cook will be responsible for ensuring the smooth day-to-day operations of the Food Service Department. The Camp Cook will provide leadership and mentorship to junior staff members of the kitchen team and any volunteers that are working in the kitchen. The Camp Cook will work 5 days per week.

This position is full-time, 40 hours per week from April 26th through to September 2nd, 2024. As such, the successful candidate is required to live on site during this time period. During the month of September, this is a part-time position, minimum 20 hours per week, with hours per week depending on bookings and staffing needs. A schedule for each month will be provided to the successful candidate by the 15th day of the month previous (i.e., the work schedule for July will be provided by June 15th).

### Overview:

#### ***Camp Fircom***

We would like to acknowledge that Camp Fircom is located on Cha7elkwnech (Gambier Island), in the ancestral and unceded territory of Skwxwú7mesh Úxwumixw (Squamish First Nation). A short 20 minute water taxi ride from Horseshoe Bay, Camp Fircom is situated on a 120-acre waterfront property with access to ample recreational opportunities, including swimming beaches and hiking trails.

The mission of Camp Fircom is to create communities of belonging and experiences to grow on. The heart of our non-profit organization is the operation of summer camp programs. We also operate a year-round retreat centre, hosting weddings, vacationers, conferences, work and wellness retreats, adult programs, and other groups.

#### ***Food Service Department:***

Camp Fircom's kitchen has a variety of quality equipment to execute meals for groups from 12 – 200 people. We take great pride in offering homemade and delicious food for all our guests. We are a nut-aware kitchen and we cater to a variety of allergies and dietary needs.

Camp Fircom is an off-the-grid location, which means that all kitchen waste must be processed onsite. The kitchen team takes part in the responsibility of taking the compost out to the garden, cleaning and properly sorting recycling, and bagging and storing garbage so our site staff can arrange to have it removed from the island.

**Living Arrangements:** Accommodation is provided in a shared, rustic cabin without utilities. Shared washroom facilities exclusively for staff use are provided, and wifi is available in various communal spaces. Meals are included when guests are on site and Food Service is offered.



## **Duties and Responsibilities:**

### ***Training and Supervision:***

- Actively participating in 100% of all training offered at the beginning of the contract and throughout the season
- Assisting in co-training other kitchen staff as required

### ***Food Preparation and Meal Service:***

- Engaging and communicating with guests, staff and volunteers in a friendly, respectful and effective manner
- Responding to guests' needs and inquiries in a timely manner and providing inviting, knowledgeable customer service during meal times
- Operating standard kitchen equipment safely and efficiently
- Preparing, seasoning and cooking food as directed, meeting dietary requirements where required
- Following recipes and presentation specifications
- Preparing meals, as well as elevated wedding menu dishes
- Ensuring timely delivery of meal service
- Restocking salad bar and hot beverage station in a proactive, responsive manner
- Managing daily prep routine, including vegetarian meals and special dietary meals
- Working within a defined budget, which includes proper food portioning
- Taking responsibility for assigned work tasks and ensuring they are completed before going on break and/or leaving for the night
- Being open and responsive to requests, feedback and direction of the Head Chef and Food Service Director & Coordinator

### ***Kitchen Systems and Organization:***

- Helping maintain daily/weekly logs re: temperature of fridge, meals, waste, etc.
- Overseeing the proper use and care of the waste management system - composting, recycling, etc.

### ***Kitchen Maintenance and Cleanliness:***

- Maintaining required Food Safe and other health standards and protocols
- Contributing to a clean, sanitary work environment
- Cleaning and maintaining work station, practicing good safety and sanitation protocols
- Adhering to all sanitation and food production codes
- Dishwashing as needed

### ***General:***

- Being sensitive to, and striving toward, fulfilling the mission and values of Camp Fircom
- Carrying out other duties as required

### ***Safety:***

- Monitoring staff and kitchen safety, and reporting any concerns to the Head Chef or Food Service Director
- Developing a working knowledge of Camp Fircom's Staff Manual and Policy & Procedure Manual
- Learning Camp Fircom's Emergency Procedures and being prepared for emergencies
- Being a member of the site Fire Response Team (training provided)
- Taking ownership for the safety of guests, volunteers and fellow staff, and actively managing risk



# Camp Fircom Society

Of the United Church of Canada  
PO Box 94027 6655 Royal Avenue  
West Vancouver, BC V7W 2B8

## **Reporting and Evaluations:**

- The Camp Cook reports to the Head Chef and Food Service Director, who will lead a goal setting and evaluation process for the Camp Cook

## **Qualifications:**

- High School Diploma or equivalent
- 2+ years of cooking experience, preferably in hotels, camps, or other large-scale venues
- Current Level 1 Food Safe
- Current Criminal Record Check and Vulnerable Sector Search upon hire (requirement by age)
- Strong problem solving and communication skills
- Exceptional time management skills
- Ability to stand or walk for 8-hour shifts, and bend, lift, and carry 50 pounds
- Willingness to work evenings and weekends
- Willingness to comply with all Food Safety, Food Service, and Camp Fircom-related policies, procedures and protocols
- Willingness to be flexible and adaptable based on guest and staff needs, as well as the needs of the organization

## **Assets:**

- Banquet experience
- Experience living in a remote work setting
- Fluency in a second language
- First Aid & CPR certification

**Application Process:** If interested in applying for this position, please email an 'Expression of Interest' Letter and Resume to Terra McKenzie, Executive Director ([terra@fircom.ca](mailto:terra@fircom.ca)) **NO LATER THAN Wednesday, March 27th, 2024 at 4:00pm**. Only shortlisted candidates will be contacted. No phone calls, please.

*Camp Fircom is an equity employer and we encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.*