



## Food Services Coordinator: One Seasonal Contracted Position

---

### **Vision:**

People of all ages may experience community, restoration, and physical and spiritual growth in a Christian camping and retreat environment. People at camp build meaningful connections, foster existing relationships, and create new friendships. People at camp feel refreshed, rejuvenated, rested, and reconnected. People at camp acquire leadership skills, participate in physical activities, and receive teaching to grow in their Christian journey.

---

### **Purpose:**

The Food Services Coordinator will lead the planning, development, and execution of the vision for Camp Harmattan's food services. This individual will be responsible for: food preparation, cooking, and storage, inventory and meal planning, health, safety, and regulatory standards oversight, maintaining a clean and professional work environment, seasonal staff onboarding, training, and accountability, oversight of food services volunteers, issues, conflict, and emergency management, as well as post-summer camp responsibilities. The Food Services Coordinator will further provide for the Association general communications and events support, as well as fulfill business planning, budgeting, and other accountability responsibilities.

**Department:** Hospitality and Guest Services Department

### **Expectations of all Camp Harmattan Team:**

- Uphold the vision, mission, values, and strategic plan of Camp Harmattan with the highest standard of excellence.
- Uphold and adhere to Camp Harmattan and external regulatory policies, procedures, best practices, principles, and standards.
- Commitment to personal spiritual growth and intentional discipleship, mentorship, and care for seasonal and year-round staff.
- Possess a willingness to step outside of specific roles and responsibilities to help Camp Harmattan accomplish its vision and mission.

### **Core Responsibilities:**

#### **Food Preparation, Cooking, and Storage:**

- Lead the preparation and cooking of healthy, cost-effective, flavourful, quality, and generous meals and snacks for Camp Harmattan's summer camps, rental groups, and special events.
- Determine, communicate, and plan for special dietary accommodations.

- When delegating cooking for a specific meal or shift, communicate plans and special instructions to the Food Services Assistant, or alternate.
- Ensure proper food storage that abides by “Food Safe” protocols, re-utilize inventory when applicable, and minimize food waste.

**Inventory and Meal Planning:**

- Plan meals and snacks for the duration of the contract term that are tailored to respective age groups and camp themes.
- Establish inventory systems and processes, and maintain an effective supply of food and kitchen inventory.
- Submit regular food inventory orders that are cost effective and meet timing requirements.
- Build productive working relationships and effective communications with commercial and local food suppliers.
- Engage feedback about meals through informal and formal means, and be open to constructive feedback from appropriate sources.

**Health, Safety, and Regulatory Standards Oversight:**

- Ensure that all health, safety, and commercial food service regulatory standards are consistently upheld in food services.
- Practice “Food Safe” handling techniques and protocols, and ensure food services staff and volunteers also abide by standards set out.
- Build productive working relationships and effective communications with the local health inspector and other recognized authorities.
- Identify any infrastructure or equipment that is in need of health, safety, or regulatory repair or replacement to the General Operations Director.

**Clean and Professional Work Environment:**

- Ensure all onsite food service prep, cooking, dry storage, cooler, freezer, dish, hospitality, and serving areas are tidy, clean, and sanitized according to public health standards.
- Ensure laundry generated from food services is cleaned, dried, and properly stored daily.
- Ensure that all kitchen equipment throughout the site is regularly serviced to ensure it properly functions and meets safety standards.
- Set up and stock relevant areas in the kitchen, dining hall, and other onsite food service areas.

**Seasonal Staff Onboarding, Training, and Accountability:**

- As requested, assist the General Operations Director in updating and finalizing job descriptions for seasonal summer camp food services staff.
- Support the \*TBD in ensuring all summer camp staff complete and return necessary onboarding forms and other requirements and follow-up, as necessary.
- Develop, plan, coordinate, update, and prepare food services training materials, and facilitate an extensive and effective summer camp seasonal staff training program for food services seasonal staff.

- Work with the \*TBD and, as appropriate, the Summer Program Manager, to schedule seasonal staff identified within the food services portfolio to ensure sufficient and suitable coverage for all operating functions the Food Services Coordinator has leadership oversight of.
- As required, hold individual staff members accountable for job performance and make necessary adjustments according to Camp Harmattan’s policies and procedures and labour standards.
- If there is a staff absence or illness, make reasonable adjustments to ensure all functions are fulfilled according to camp’s policies, procedures, and other safety requirements.

**Oversight of Food Services Volunteers:**

- Give leadership, oversight, and mentorship to volunteers assigned to food services.
- Plan and implement training programs for volunteers assigned to food services.
- Schedule volunteers identified within the food services portfolio to ensure sufficient and suitable coverage for all operating functions the Food Services Coordinator has leadership oversight of.

**Leadership Oversight and Issues, Conflict, and Emergency Management:**

- Be available to provide responsive leadership for matters that are beyond the responsibility and scope of summer seasonal staff and/or volunteers involved in food services.
- Provide assistance, as necessary, to conflict management and resolution for staff and volunteer matters within food services.
- Determine Biblical, legal, ethical, effective, and appropriate responses to issues, conflicts, and emergencies affecting staff and volunteers that are brought to the attention of the Food Services Coordinator, and know when to elevate a matter to senior or executive leadership.
- Identify concerns, serious incidents, and challenges requiring senior or executive leadership awareness or action to the \*TBD and/or General Operations Director in a timely manner.

**Post-Summer Camp Season Responsibilities:**

- Complete exit surveys and/or exit interviews with seasonal staff.
- Debrief with senior leadership on the successes and challenges of the summer camp season, and summarize recommendations for consistency and changes for future summer camps and Camp Harmattan in general.
- Provide the \*TBD with a summary of seasonal staff who express interest in returning to future summer staff positions.
- Work with the \*TBD, using human resources best practices, to identify which seasonal staff members are recommended as potential rehires.
- Complete a deep post-summer camp clean, manage food inventory in a way that accounts for off-season guest bookings, and seasonally decommission equipment that will not be utilized over the winter.

**General Events Support:**

- As requested by the General Operations Director and/or the \*TBD, participate in staff planning meetings in support of Camp Harmattan’s signature events that fall within the Food Services Coordinator’s contract terms.
- Be responsive to external booking requests from the \*TBD.

- Coordinate with staff and volunteers, as appropriate, to assist with event execution with a high standard of excellence.
- Be present onsite for signature events to provide event assistance as identified.

**Communications Support:**

- When necessary, provide food services information and content to the staff member responsible for Camp Harmattan’s social media and website for timely and relevant posting.

**Business Planning, Budgeting, and Reporting:**

- In collaboration with the \*TBD, forecast revenue and expenses for the annual food services budget.
- Meet regularly with the \*TBD about efficiencies, menu development, vision and planning.
- Effectively manage the allocated budget, control costs and inventory, reduce waste, and steward resources in food services on a week-to-week basis and identify concerns or issues to the \*TBD.
- Keeping accurate records on kitchen budgets, expenses, and plates provided to provide accurate costing reports on a regular basis.
- When requested by the Executive Director or proxy, prepare reporting for the Board of Directors.
- Proactively identify potential issues and challenges for the \*TBD and provide viable solutions.

<p><b>Primary Working Relationships:</b></p> <ul style="list-style-type: none"> <li>● Executive Director</li> <li>● Operations Director</li> <li>● *TBD</li> <li>● Food Services Assistant</li> <li>● Seasonal Staff</li> <li>● Volunteers</li> </ul>	<p><b>Other Key Working Relationships:</b></p> <ul style="list-style-type: none"> <li>● Facilities and Site Manager</li> <li>● Summer Camp Manager</li> <li>● Facilities and Site Assistant</li> <li>● Custodial Assistant</li> <li>● Camp Harmattan Affiliates</li> <li>● Camp Guests</li> <li>● External Service Providers</li> </ul>
---	---

**Expected Competencies and Attributes:**

- Must be a committed Christian with a strong personal faith and understanding of Biblical teachings that align with the Church of the Nazarene’s “Statement of Belief”. The Food Services Coordinator must also agree to abide by the Association’s policies, procedures, and expectations.
- Exceptional Team and Leadership Skills:
  - A self-initiator who possesses a friendly, approachable, professional demeanour and a positive, team-oriented attitude.
  - Proven leadership and communication skills.
  - Ability to multi-task and appropriately prioritize simultaneous projects, files and responsibilities and adapt to changing priorities.
  - Proficient in basic computer and other technological applications.
  - Demonstrated proactive commitment to general professional standards and external regulatory requirements.
  - Demonstrated ability to handle sensitive, challenging, and/or confidential situations respectfully and compassionately.

- Ability to troubleshoot and problem-solve general issues and determine what requires escalation to executive leadership.
- Experience (2 to 5+ years) in leading cooking and catering for 10 to 200+ guests is required.
- The Food Services Coordinator must be able and willing to provide accommodation for special dietary needs.
- Current Alberta “Food Safe” certification will be required.
- “Red Seal” certification is considered a strong asset, but is not required.
- Demonstrated experience working with children, youth, staff, volunteers, and the general public and strong ability to build trusting and productive relationships.
- Experience (3+ years) in camping ministry is an asset.
- Good health, stamina, and ability to participate in demanding hours and light physical labour.
- While not required, residency in reasonable proximity to Camp Harmattan preferred.
- Valid Class 5 Driver’s License.
- Clean background checks (both criminal and vulnerable sector checks are required).

**Standards of Practice:**

- The Food Services Coordinator will be compensated at a competitive rate and will be engaged through a 16-week full-time seasonal contract that aligns with Camp Harmattan’s business processes. In addition to the summer contract, the Food Services Coordinator will be given an opportunity, if desired, for an hourly rate for casual engagement of services in the non-peak season.
- Camp Harmattan is a mission-based organization whose programs fall outside a stereotypical Monday-Friday work week. Days off/Statutory Holidays may fall irregularly while adhering to Alberta Labour Standards for employment.
- Onsite accommodation may be provided upon request from mid-May to early-September. Camp Harmattan reserves the right to provide reasonable accommodation from available inventory.

**Working Conditions, Expectations and Requirements:**

- The average work work for the Food Services Coordinator will be as follows:
  - May 12 to June 30: 20 hours/week
  - July 1 to August 31: 44 hours/week
  - September 1 to May 11: Casual engagement, if willing (upon request for events & external bookings)
- Requested dates off from scheduled camp days between July 1 to August 30 will be submitted for review and approval by the \*TBD by June 1.
- The Food Services Coordinator will be required to be physically onsite at Camp Harmattan to fulfill the position’s core responsibilities for hours of work between May 10 to August 31.
- There is no regular onsite requirement between September 1 and May 9 of each year, with the exception of occasional events or external bookings that the Food Services Coordinator is responsible to provide casually-engaged services for.
- Willingness to work evenings, weekends, and statutory holidays, as required.
- Willingness to actively engage in other duties as required to fulfill Camp Harmattan’s vision and mission.

**Accountability and Reporting:**

- The Food Services Coordinator reports directly to the \*TBD and, in the case of the absence of the \*TBD, the Executive Director or proxy.
- Year-end performance reviews will be conducted with the \*TBD.
- The Food Services Coordinator will check in a minimum of every other week, either by phone, email, online meeting, and/or in person with the \*TBD.
- The Food Services Coordinator will participate in staff meetings with other members of staff when called.
- The position is required to submit a monthly written report to the \*TBD summarizing key projects and initiatives underway, as well as updates on general progress and challenges experienced in areas of responsibility.

**Interested applicants are invited to submit their CV or resume with a brief cover letter to [tara@campharmattan.com](mailto:tara@campharmattan.com) by February 28, 2025. Only candidates selected for an interview will be contacted. All applications will be kept on file at Camp Harmattan for twelve months.**