



## Food Services Assistant: One Seasonal Contracted Position

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### **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.

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### **Purpose:**

The Food Services Assistant will support the Food Services Coordinator in the development and execution of the vision for Camp Harmattan's food services. This individual will be responsible for: food preparation, cooking, baking and food storage, inventory and meal planning support, health, safety, and regulatory standards support, maintaining a clean and professional work environment, and assisting with the oversight of food services staff and volunteers in the absence of the Food Services Coordinator. The Food Services Assistant will further provide for the Association assistance with business planning and other accountability responsibilities in fulfilling the position's functions.

**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.
- 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:**

- Support 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.

- Work with the Food Services Coordinator to determine, communicate, and plan for special dietary accommodations.
- When delegated the cooking for a specific meal or shift, execute the plans and special instructions of the Food Services Coordinator.
- Ensure proper food storage that abides by “Food Safe” protocols, re-utilize inventory when applicable, and minimize food waste.

**Inventory and Meal Planning:**

- Execute planned meals and snacks for the duration of the contract term that are tailored to respective age groups and camp themes.
- Support inventory systems and processes, and assist the Food Services Coordinator in maintaining an effective supply of food and kitchen inventory.
- When requested, submit regular food inventory orders that are cost effective and meet timing requirements.
- 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 assist the Food Services Coordinator to ensure food services staff and volunteers also abide by standards set out.
- Identify any infrastructure or equipment that is in need of health, safety, or regulatory repair or replacement to the Food Services Coordinator.

**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.
- Set up and stock relevant areas in the kitchen, dining hall, and other onsite food service areas.

**Oversight of Food Services Staff and Volunteers:**

- 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 in the absence of the Food Services Coordinator.
- Give oversight to staff and volunteers assigned to food services in the absence of the Food Services Coordinator.
- If there is a staff absence or illness, support the Food Services Coordinator to make reasonable adjustments to ensure all functions are fulfilled according to camp’s policies, procedures, and other safety requirements.
- Identify concerns, serious incidents, and challenges requiring senior or executive leadership awareness or action to the Food Services Coordinator and/or General Operations Director in a timely manner.

**Post-Summer Camp Season Responsibilities:**

- Debrief with the Food Services Coordinator 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.
- Assist with 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 Food Services Coordinator, participate in staff planning meetings in support of Camp Harmattan’s signature events that fall within the Food Services Assistant’s contract terms.
- Be responsive to additional external booking requests from the Food Services Coordinator.
- Coordinate with staff and volunteers, as appropriate, to assist with event execution with a high standard of excellence.

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

- When requested, support the Food Services Coordinator with efficiencies, menu development, vision and planning.
- Effectively assist the Food Services Coordinator in managing the allocated budget, controlling costs and inventory, reducing waste, and stewarding resources in food services on a week-to-week basis and identify concerns or issues to the Food Services Coordinator.
- When requested, support the Food Services Coordinator’s record keeping on kitchen budgets, expenses, and plates provided to provide accurate costing reports on a regular basis.
- Proactively identify potential issues and challenges for the Food Services Coordinator 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>● Food Services Coordinator</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>
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**Expected Competencies and Attributes:**

- All employees for Camp Harmattan’s non-ministry positions must review the Church of the Nazarene Statement of Faith, however, are not required to be in agreement with it; they are, however, expected to act and speak in a way that does not demean or discredit it.
- The Food Services Assistant must 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 responsibilities and adapt to changing priorities.
  - Demonstrated proactive commitment to general professional standards and external regulatory requirements.
  - Ability to troubleshoot and problem-solve general issues and determine what requires escalation to executive leadership.
- Experience (1+ years) in assisting or leading with cooking or catering required.
- The Food Services Assistant must be able and willing to provide accommodation for special dietary needs.
- Current Alberta “Food Safe” certification will be required.
- Demonstrated experience working with children, youth, staff, volunteers, and the general public and strong ability to build trusting and productive relationships.
- Experience (1+ 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 is an asset, but not required.
- Clean background checks (both criminal and vulnerable sector checks are required).

**Standards of Practice:**

- The Food Services Assistant will be compensated at \$18/hour 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 Assistant 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 Assistant will be as follows:
  - May 12 to June 30: 20 hours/week
  - July 1 to August 31: 40 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 Food Services Coordinator by June 1.
- The Food Services Assistant will be required to be physically onsite at Camp Harmattan to fulfill the position’s responsibilities for hours of work for the contracted term.
- 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 Assistant reports directly to the Food Services Coordinator and, in the case of the absence of the Food Services Coordinator, the General Operations Director.
- Year-end performance reviews will be conducted with the Food Services Coordinator.
- The Food Services Assistant will participate in staff meetings with other members of staff when called.

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