



**Title:** Kitchen Staff (4 Months; May 1 – August 31)

### **Mission and Purpose**

**Mission:** InterVarsity's mission is the transformation of youth, students and graduates, in all their ethnic diversity, into fully committed followers of Jesus Christ.

**Purpose:** The role of Kitchen Staff is a crucial ingredient to the success of Pioneer Camp Alberta. You are an ambassador for the Culinary Ministry for our camps. Ensuring that all food safety regulations are being met in a fun, inclusive, and safe atmosphere with a focus on Hospitality and outreach to our guests.

**Reports to:** Kitchen Leader  
**Internal Relationships:** Camp Staff (year-round and seasonal)  
**External Relationships:** Campers, Prayer and Financial Support Network

### **Key Responsibilities:**

#### **1. Personal Development & Spiritual Growth**

- Be a growing and developing disciple of Jesus Christ
- Take initiative in the learning process, ask questions and understand own limits
- Be an active participant in leadership and skill development opportunities
- Attend staff retreats, and other training provided by InterVarsity

#### **2. Culinary Responsibilities**

- Execute the culinary plan to ensure quality satisfaction with both long- and short-term goals (with Food Services Manager)
- Ensure all food operations uphold hygiene and sanitary regulations in accordance with Alberta Health Regulations and be clean and presentable at all times
- Ensure that proper cleaning and sanitation procedure happen at all times
- Prepare meals for 10-150 people
- Assist in basic food preparation
- Adhere to FIFO (First in first out rule)
- Ensure that all equipment in the kitchen is clean and in good working condition before use

#### **3. General Duties (as part of the Spring and Summer Programs Teams)**

- Ensure a safe work environment for yourself and your co-workers by upholding safety rules
- Participate in various areas of camp site and facility area clean up as assigned/needed on a rotational basis throughout the season)
- Return tools or equipment to used to the place it is stored
- Ensure equipment is in good working order in each area you lead
- Ensure keys are return to their storage place
- Learn to repair program equipment as needed and report missing/damaged equipment to supervisor

#### **4. Regulations**

- Clean up what you use (kitchen, dish room, laundry, common areas, on site personal living space)
- On-site visitors must be pre-approved by Supervisor or Team Leader

#### **5. Personal Qualities**

- Ability to take direction and work as a team player
- Manager of self and others e.g., punctual and good boundaries
- Good communications skills, interpersonal skills and team- building skills
- Excellent problem-solving skills
- Good memory for details
- Keen sense of taste and smell
- Excellent hand-eye co-ordination
- Ability to work well under pressure

#### **6. Key Outcomes**

- Continuing, fostering and growing Culinary Ministry
- Work well with other staff at Pioneer Camp Alberta
- Satisfied guests
- Quality service
- The Culinary Ministry is an environment at camp that encourages staff to return year after year

#### **7. Qualifications**

- Personal relationship with Jesus Christ and a desire to grow as a follower
- Minimum High School Diploma
- Minimum of 18 years of age
- Teachable, helpful, friendly and ability to maintain a positive attitude
- Ability to follow menus and recipes
- Flexibility regarding assigned work hours (shift work as required)
- Able to withstand long hours of standing, bending, and moving around
- Ability to lift 50lb plus
- Completion of Food Handling Safety Certificate an asset
- Completion of Standard First Aid /Basic Rescuer CPR an asset