



Position Title:	Assistant Camp Cook
Program:	Christie Lake Kids Camp
Requirements:	Kitchen experience required; management experience preferred
Available Positions:	1 position available
Reports To:	Head Cook, Management Team, Facilities Manager
Contract length:	5 Weeks
Salary:	\$5,720/ including 4% lieu of vacation time

Organizational Background

Christie Lake Kids (CLK) is a charitable organization that has been serving children and youth living in low-income households in the Ottawa area since 1922. CLK provides year-round services to children and youth through an excellent camp experience and strategically located city recreational opportunities through the STAR (Skills Through Arts and Recreation) program. Our mandate is to provide high quality recreation opportunities that help children and youth build the skills necessary for developing long-term resiliency.

Christie Lake Kids is an organization committed to reflecting the communities we serve, and we are deeply committed to equity in employment opportunities. Part of our commitment to building and maintaining a diverse workforce means that we encourage and will prioritize applications from those who have been equity-denied, including Indigenous Peoples, Black and racialized people, members of the 2SLGBTQIA+, etc.

Value of Working at Christie Lake Kids

- As part of the Christie Lake Kids Summer Staff team, kitchen staff gain valuable experience, skills, and opportunities that support their personal and professional growth. Benefits include:
- **Meals and Accommodation:** Provided during training, camp sessions and wrap up.
- **Transportation:** Transportation to and from camp from our pickup location.
- **Placement Hours:** Eligible students in job related fields can count their camp job experience toward placement or practicum hours, subject to approval by their academic institution.
- **Networking and References:** Build connections in the field and receive professional references upon successful completion of your summer contract.
- **Outdoor Environment:** Enjoy a unique opportunity to live and work in a natural setting with access to amenities such as canoeing, swimming, rock wall climbing, mountain biking, and more.

Job Summary



Christie Lake Kids provides high quality nutritious and delicious meals and snacks to all children and youth who participate in our programs. The Christie Lake Kids Camp food services team will be tasked with managing this responsibility while adhering to safety standards and providing options to accommodate all allergies and dietary restrictions.

The Assistant Head Cook is a member of the food services team who is responsible for leading and/or supporting the day-to-day operations of the Christie Lake Kids Camp food services. In collaboration with the Head Cook, they will be responsible for the management, preparation and service of all food services. The Assistant Head Cook will work under the direction of the Head Cook and the Camp Director/Assistant Camp Directors.

This role is considered a management position. In this capacity you will oversee, direct and support other staff. You will also contribute to their performance evaluations. This position offers the potential opportunity for additional employment with groups renting Christie Lake Camp during the off-season.

Camp 2025 Dates

- **Pre-camp:** June 30-July 5
- **Break 1:** July 5-7
- **Session 1:** July 7-12
- **Break 2:** July 12-14
- **Session 2:** July 14-19
- **Break 3:** July 19-21
- **Session 3:** July 21-26
- **Break 4:** July 26-28
- **Session 4:** July 28- Aug 2

**Kitchen staff must be available to be on-site for all the above dates excluding breaks. You are encouraged to contact the hiring team as soon as possible with any questions related to availability*

Schedule

The Assistant Head Cook lives onsite for the duration of their contract (excluding offsite breaks) and will be expected to work 8 hours per day. Scheduled shifts will be on a rotational basis and will be assigned in advance by the Head Cook. The Assistant Head Cook will be responsible for managing the schedule (including time off, sick leave etc.) in the absence of the Head Cook.

Duties and Responsibilities

Including but not limited to:



- Assist with management, preparation and family style service of all meals/snacks for approximately 120 campers/staff throughout the camp season.
- Manage and supervise all kitchen staff (5) in the absence of the Head Cook.
- Assist with ordering/purchasing and maintaining inventory for food and dry good items for service as required.
- Ensure all meals meet or surpass dietary nutritional requirements.
- In collaboration with the Head Cook, train and manage a team of five kitchen staff including Cooks and Kitchen aid/Dishwashers.
 - Assign tasks and rotating responsibilities, track hours, complete staff evaluations in collaboration with the Camp Director/Assistant Camp Directors.
- In collaboration with the Head Cook, manage the preparation and service of all camp meals.
- In collaboration with camp staff, ensure any special dietary requirements of campers/staff are known and accommodated for appropriately.
- Support with food deliveries as required.
- Assist with the management and scheduling of all kitchen staff as required.
- Work evenings and weekends as required based on a schedule.
- Maintain a professional and tidy personal appearance.
- Follow food safety handler's regulations.
- Support with dishwashing responsibilities as required.
- Assist with the stocking of serving stations, cupboards, refrigerators and other assigned areas with necessary items as required.
- Support with the safe storage and labelling of food as well of the disposal of food when necessary.
- Support with all cleaning tasks related to the kitchen, i.e., sweeping/mopping the kitchen area, sanitizing surfaces, taking out garbage/recycling/compost etc.
- Support with the laundering of kitchen rags and uniforms.
- In collaboration with the Head Cook, complete a full inventory of the kitchen equipment at the end of the summer season.
- Carry out any other responsibilities as designated by the Camp Director/Assistant Camp Directors.

Expectations

- Maintain a friendly and welcoming environment for all.
- Work in a manner that encourages risk management.
- Incorporate and strengthen collaborative and interdisciplinary teamwork.
- Maintain professional working relationships with all team members.
- Professionally attend to all assignments and supervisory duties.
- Respect and value the diversity of individuals.



- Contribute to the organization's work by participating in meetings as necessary.
- Participate in end of summer wrap-up tasks as designated by the Camp Director/Assistant Camp Directors.
- Maintain a clean and hygienic personal cabin environment.
- Fill in or support in other areas in the event that a team member is pulled away or sick.

Desired Qualifications

- Previous experience in the food service industry
- Previous supervisor experience
- Experience planning and preparing meals for individuals with dietary restrictions and/or food allergies including but not limited to:
 - Celiac disease/Gluten intolerance
 - Dairy Allergy
 - Lactose Intolerance
 - Vegetarian
 - Vegan
 - Halal
- Food Safe Handler Certification
- A clear Police Record Check
- Strong leadership, communication and organizational skills
- Be of excellent character, modeling honesty, integrity and respect
- Possess enthusiasm, energy, patience and a sense of humour
- Desire to work within a kitchen environment in a dynamic recreational setting

Assets

- Experience working in camp/overnight camp setting
- Experience working in a childcare/education setting
- Previous experience with menu planning and bulk food ordering
- Current Standard First Aid with CPR-C
- Valid 'G' driver's license
- Access to a vehicle

Physical Requirements

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation

Due to the nature of summer camp, candidates must be able to:

- Occasionally transport supplies/equipment up to 40 lbs
- Prolonged standing



- Fast paced/warm environment

How to apply

Interested candidates are invited to apply via email. The hiring team can be reached at camp@christielakekids.com with any questions about the process and/or positions. Positions will remain posted until filled, candidates are encouraged to apply as soon as possible.

Interviews for this position are expected to begin early February. Please note that applicants may be contacted for interviews prior to this date.

**No alcohol or substances are permitted onsite. Please inquire about the Christie Lake Kids Camp smoking policy if applicable (19+).*