



<b>Position Title:</b>	Camp Cook
<b>Program:</b>	Christie Lake Kids Camp
<b>Requirements:</b>	Kitchen experience required
<b>Available Positions:</b>	2 student positions available
<b>Reports To:</b>	Head Cook, Assistant Head Cook, Management Team
<b>Contract length:</b>	5 Weeks
<b>Salary:</b>	\$3,960/ 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.

Camp cooks are members of the food services team who are responsible for supporting the day-to-day operations Christie Lake Kids Camp food services. Camp cooks will work under the direction of the Head Cook/Assistant Head Cook and the Camp Director/Assistant Camp Directors.

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**

Camp cooks live onsite for the duration of their contract (excluding offsite breaks) and will be expected to work 8-10 hours per day. Scheduled shifts will be assigned in advance by the Head Cook and could include morning shifts, split shifts or evening shifts. Morning shifts will typically begin as early as 7am and evening shifts will typically end as late as 8pm.

### **Duties and Responsibilities**

Including but not limited to:

- Assist with the preparation and family service of all camp meals/snacks for 125+ campers/staff throughout the camp season
- Assist with food orders and deliveries
- Work alongside the Head Cook, Assistant Head Cook, Cooks and Kitchen Aid/Dishwashers
- Work evenings and weekends as required based on assigned schedule



- Maintain a professional and tidy personal appearance
- Follow food safety handler's regulations
- Support with dishwashing responsibilities (as needed)
- Support with the stocking of serving stations, cupboards, refrigerators and other assigned areas with necessary items (as needed)
- Assist with safe storage and labelling of food as well of the disposal of food when necessary
- Support with cleaning of all kitchen areas, i.e., sweeping/mopping the kitchen area, sanitizing surfaces, taking out garbage/recycling/compost etc.
- Assist with laundering kitchen rags and uniforms (as needed)
- Carry out any other responsibilities as designated by the Head Cook/Assistant Head Cook and/or Camp Director/Assistant Camp Director.

### **Expectations**

- 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 Head Cook/Assistant Head Cook and/or 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 a kitchen environment
- A clear Police Record Check
- Food Safe Handler Certification (strongly preferred)
- Be of excellent character, modeling honesty, integrity and respect
- Possess enthusiasm, energy, patience and a sense of humour
- Experience and/or desire to work within a kitchen environment

### **Assets**

- Experience working in a camp/overnight camp setting
- Standard First Aid with CPR-C

### **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](mailto: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, marijuana or other substances are permitted onsite. Please inquire about the Christie Lake Kids Camp smoking (tobacco/vapes) policy if applicable (19+).*