



<b>Position Title:</b>	Head Cook
<b>Program:</b>	Christie Lake Kids Camp
<b>Requirements:</b>	Kitchen management experience (essential)
<b>Available Positions:</b>	1 position available
<b>Reports To:</b>	Camp Director
<b>Contract length:</b>	May 1, 2026 – November 30, 2026
<b>Salary:</b>	\$35,000 / contract

### **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-wide 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+, and more.*

### **Value of Working at Christie Lake Kids**

As part of the Christie Lake Kids team, kitchen staff gain valuable experience, skills, and opportunities that support their personal and professional growth. Benefits include:

- **Mission-driven**
- **Meals and Accommodation:** Provided during training, camp sessions and wrap up.
- **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 food services team will be tasked with managing this responsibility while adhering to safety standards and providing options to accommodate any allergies and dietary restrictions.

The Head Cook is a member of the food services team who is responsible for managing the day-to-day operations of the Christie Lake Kids food services. The Head Cook will work under the direction of the Camp Director.

During the summer camp program, the Head Cook resides at camp for the duration of the program. When our camp property is not serving participants of CLK programs, we rent the property to corporate groups, schools, weddings, etc, in the shoulder season and the Head Cook will coordinate catering services for rentals as needed. Residing onsite during rentals may be required. The Head Cook is expected to work shifts up to 10 hours with breaks.

This role is considered a management position. In this capacity, you will oversee, direct, and support other kitchen team members. You will also contribute to their performance evaluations.

#### **Summer Camp 2026 Dates**

- **Pre-camp: July 4<sup>th</sup>-9<sup>th</sup>**
- **Session 1: July 12<sup>th</sup>-19<sup>th</sup>**
- **Session 2: July 23<sup>rd</sup>- 30<sup>th</sup>**
- **Session 3: August 4<sup>th</sup>-11<sup>th</sup>**
- **Post-camp: August 12<sup>th</sup>**

#### **Rental dates 2026 – subject to change**

- **May 1<sup>st</sup>-3<sup>rd</sup>**
- **May 28<sup>th</sup>-29<sup>th</sup>, 2026**
- **June 26<sup>th</sup>-28<sup>th</sup>, 2026**
- **September 10<sup>th</sup>-11<sup>th</sup>**
- **September 21<sup>st</sup>-25<sup>th</sup>**
- **October 5<sup>th</sup>-8<sup>th</sup>**

*Additional rental dates may be added with a minimum of 2 weeks' notice.*

*\*The Head Cook must be available to be on-site for all the above dates including any necessary prep before sessions/rentals if applicable.*

#### **Overview and schedule**



The Head Cook will work in collaboration with the kitchen team to oversee all food services tasks including menu planning, food ordering and meal service fulfilment. The kitchen management team is responsible for assigning and managing all kitchen staff schedules (including time off, sick leave etc.) for the duration of the camp season and rentals.

## **Duties and Responsibilities**

### Planning, operations and development

- Source, order and manage inventory of food items and non-food items relevant to the kitchen
- Liaise with food supplier representatives and manage food deliveries
- Oversee inventory management
- Ensure all meals meet or surpass dietary nutritional requirements and safety standards
- In collaboration with camp staff, ensure any special dietary requirements of campers/staff are known and provided for appropriately
- Plan standard menus for both summer camp program and rental groups
- Work with rental groups to plan personalized menus as required
- Document all menu planning including recipes, ordering lists and alternatives for dietary restrictions and upload to SharePoint
- Work evenings and weekends as required based on session dates and schedule

### Leadership

- Train, manage and supervise a team of up to six kitchen staff including Assistant Head Cooks, Cooks and Kitchen aid/Dishwashers (summer camp includes a full kitchen team; rentals may have fewer staff onsite depending on catering needs)
  - Assign tasks and rotating responsibilities
  - Track hours
  - Complete staff evaluations in collaboration with Camp Management
  - Provide timely feedback
- In collaboration with the camp management team, assist in the recruitment, interviewing, hiring and onboarding of new kitchen staff
- Ensure all staff contribute to a welcoming environment and perform to the standards set by Christie Lake Kids
- Ensure all kitchen staff are provided with guidance and support to meet their professional responsibilities and safety standards

### Community Partnerships

- Establish, maintain and leverage community partnerships in support of the Christie Lake Kids food services program



- Support Christie Lake Kids events in Ottawa as needed
- Act as a representative and advocate of Christie Lake Kids

#### Financial Management

- Adhere to a strict program budget
- Track and monitor expenses
- Track kitchen waste and implement reduction plan if necessary

#### Team Participation

- Attend Christie Lake Kids staff meetings and trainings as needed
- Role model professional behavior and positive communication with participants, volunteers and staff team members
- Contribute to a culture of health, safety, kindness and compassion

#### Meal Service

- Work with the applicable kitchen team to prepare, cook and serve meals
- Manage the stocking of serving stations, cupboards, refrigerators and other assigned areas with necessary items
- Manage the safe storage and labelling of food as well of the disposal of food when necessary
- Manage all dishwashing responsibilities
- Manage all cleaning tasks related to the kitchen, i.e., sweeping/mopping the kitchen area, sanitizing surfaces, taking out garbage/recycling/compost etc.
- Manage all laundering of kitchen rags and uniforms
- Follow food safety handler's regulations
- Maintain a professional and tidy personal appearance

#### Additional

- Complete a full inventory of the kitchen at the end of the summer season and contract
- Deep clean and shut down kitchen facilities as the end of the summer season and contract
- Carry out any other responsibilities as designated by the camp management

#### **Expectations**

- Prioritize safety at all times
- 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 intersectional inclusion, diversity equity and accessibility
- Maintain a clean and hygienic work environment

### **Desired Qualifications**

- Previous experience managing a kitchen including meal preparation and service
- Previous supervisor experience
- Previous experience with menu planning and bulk food ordering
- 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 for the vulnerable sector
- 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
- Proficiency in English (verbal, written, spoken)
- Valid 'G' driver's license
- Access to a personal vehicle for work purposes

### **Assets**

- Experience working in camp/overnight camp setting
- Experience working in a childcare/education setting
- Proficiency in additional languages (French, Arabic, etc.)
- Current 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:

- Transport supplies/equipment up to 40 lbs
- Prolonged standing
- Fast paced/warm environment

**How to apply**

Interested candidates are invited to apply via email at [camp@christielakekids.com](mailto:camp@christielakekids.com). Please include an updated resume, a brief cover letter, and specify the position(s) you are applying for. Applications are reviewed on a rolling basis; therefore, candidates are encouraged to apply as soon as possible.

The hiring team can be reached via email for any questions about the process and/or positions. Positions will remain posted until filled.

Interviews for this position are expected to begin in late January.

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