

Job Title: Food Services Coordinator

Reports to: Camp Director

Position Purpose: The Food Services Coordinator directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

Essential Job Functions

1. Manage the daily operations of the camp food and dining service.
 - Oversee the planning and preparation of nutritionally balanced camp meals and snacks that fit within the budget.
 - Implement the procedures, standards and policies of the Environmental Health Services Guidelines regarding how food is prepared, handled, and stored.
 - Coordinate the cleaning of all Food Services areas to ensure health and safety standards are met.
 - Coordinate menu planning for rental groups as requested.
 - Participate in and complete staff training when required.

2. Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment and facilities.
 - Maintain inventory of food and kitchen supplies
 - Order food and kitchen supplies consistent with menus and attendance counts.
 - Maintain high standards of cleanliness, sanitation, and safety,.
 - Clean and maintain all food-service areas, including kitchen, dining room, storage areas, fridge/freezer and kitchen recycling.
 - Inspect equipment and ensure equipment is repaired as necessary.
 - Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
 - Other duties as assigned.

Qualifications (Minimum Education and Experience)

- Formally trained in Food Services and or a minimum of three (3) years' experience working in a commercial kitchen environment
- Experience overseeing kitchen staff considered a strong asset
- Recognized for positive hospitality and customer relation skills
- Have a valid certificate from the Alberta Health Services Food Safe course
- Good organizational skills are a necessity for menu planning
- Valid driver's license is an asset and access to a reliable vehicle
- Ability to resolve conflicts as they arise
- Criminal record check including Shield the Vulnerable

Knowledge, Skills, and Abilities

- Knowledge of current Alberta health and safety laws and practices is essential.
- Knowledge of and experience in preparation of special dietary foods.

Physical Aspects of the Job

- Ability to effectively communicate orally and in writing.
- Physical ability to lift and carry 50 pounds.
- Fast paced and demanding work environment
- This can be a high pressure environment where the ability to adapt to change and find creative solutions is essential
- Ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behaviour.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time.
- Ability to provide first aid and to assist campers and staff in an emergency.