

Kitchen Manager Job Description



GENERAL

1.1 Services

The Kitchen Manager's responsibilities will include:

- (a) Kitchen staff training, coordination and supervision with possibility of participation in kitchen staff hiring;
- (b) Food purchasing;
- (c) Management, leadership and supervision for food preparation to provide healthy and child-friendly meals and snacks that adequately match the appetites and needs of campers and staff, including those with special dietary requirements;
- (d) Management, leadership and supervision of food preparation to provide camp-out dinner, out-lunches and unit baking activity supplies for cabin groups that schedule their plans through the system set out by the Resource Team and the Kitchen Manager;
- (e) Coordinating kitchen staff dishwashing for all meals, with the exception of special arrangements set out by the Resource Team;
- (f) Modeling and upholding a consistently high standard of professionalism, teamwork and hospitality for all kitchen staff;
- (g) Careful adherence to the Canterbury Hills Camp Nut Policy (see Appendix 1) in all kitchen management and services;
- (h) Ensuring that spoiled or spoiling food is not served by the kitchen; and
- (i) Oversight of cleaning services to maintain a clean kitchen that adheres to the standards of Public Health and Canterbury Hills requirements;

And, such other services as may be required to ensure effective management of the Canterbury Hills kitchen over the camping season.

1.2 Requirements

- (a) Food management experience;
- (b) Food Handling certificate;
- (c) Strong planning and organizational skills;
- (d) Exceptional hospitality and customer service manners and standards;
- (e) Able to work in a fast-paced camp kitchen environment;
- (f) Experience in large volume food preparation with meals served to up to 150 people;
- (g) Available from June 22 to Aug. 26, 2018 with option of an additional week from Aug. 27 to Sept. 1, 2018.
- (h) Available to work 6 days a week with assigned working hours between 6am and 7pm;
- (i) Providing own transportation to and from Canterbury Hills Camp in Ancaster;
- (j) Standard First Aid & CPR

1.3 Accountability

The Kitchen Manager is accountable to the Canterbury Hills Board of Directors and reports to the Camp Director. For performance of day to day duties, the Kitchen Manager is accountable to the Camp Director and members of the Resource Team.

1.4 Dates

The provision of services by the Kitchen Manager to Canterbury Hills hereunder shall include all 2018 camp dates listed below:

KITCHEN PREPARATION: June 22 (timing to be determined)

ALUMNI CAMP (approx. 30-50 adult campers):

June 23 (breakfast, lunch, dinner, snack) to June 24 (breakfast)

STAFF TRAINING WEEK (approx. 45):

June 27 (lunch, dinner, snack) through to July 4 (breakfast, lunch)

FAMILY CAMP (serving approx. 75-100 each meal/snack - adults, children, youth)

July 6 (snack) to July 7 (breakfast, lunch, dinner, snack)

CAMP SESSIONS (O = Overnight; D = Day, ADV = Adventure)

- Serving Breakfast (approx. 75), Lunch (approx. 140), Dinner/Snack (approx. 75)

O1: July 8 (dinner) - July 13 (dinner)

D1: July 9 (lunch) - July 13 (lunch)

O2: July 15 (dinner) - July 21 (dinner)

D2: July 16 (lunch) - July 20 (lunch)

ADV1: July 15 - 21 (support)

O3: July 22 (dinner) - July 27 (dinner)

D3: July 23 (lunch) - July 27 (lunch)

O4: July 29 (dinner) - Aug. 3 (dinner)

D4: July 30 (lunch) - Aug. 3 (lunch)

ADV2: July 29 - Aug.3 (service and support)

O5: Aug. 6 (dinner) - Aug. 10 (dinner)

D5: Aug. 7 (lunch) - Aug. 10 (lunch)

O6: Aug. 12 (dinner) - Aug. 17 (dinner)

D6: Aug. 13 (lunch) - Aug. 17 (lunch)

O7: Aug. 19 (dinner) - Aug. 24 (dinner)

D7: Aug. 20 (lunch) - Aug. 24 (lunch)

ADV3: Aug. 19-25 (support)

STAFF CLEAN-UP DAY: Aug. 25 (breakfast only)

KITCHEN CLEANING/CLOSURE: Aug. 26

FEES, BUDGETS and ALLOWANCES

2.1 Compensation

Canterbury Hills shall pay the Kitchen Manager a salary for the services rendered under this

Agreement at a total amount of \$10,000, subject to required payroll deductions, in three equal installments: 1) middle of June; 2) middle of July; 3) first week of September. In addition, vacation pay of 4% of gross earnings will be paid on the final installment.

2.2 Staff Budget

The Canterbury Hills budget for kitchen staff wages, to be administered by the Kitchen Manager, is provisionally set at \$48,500.

2.3 Food Budget

Food purchasing will be administered by the Kitchen Manager. Invoices will be provided to Canterbury Hills by the Kitchen Manager for payment by Canterbury Hills. The budget for food purchasing is provisionally set at \$37,700.

Appendix 1

Canterbury Hills Nut Policy

Canterbury Hills Camp attempts to create a peanut and tree nut free environment. Some staff and campers have severe reactions up to and including death to even trace amounts of nut products. Staff will read ingredient labels of all food brought to camp by campers, parents, staff and any site visitors. If camper snacks are found to contain or possibly contain peanuts or tree nuts, they must be brought to the Camp Office or removed from site immediately. Products stored in the Camp Office will be kept in a sealed container for the duration of the camp session, and will be returned to the owner at the end of the session.

Tree nuts of concern are: Brazil nuts, cashews, hazelnuts (filberts), macadamia nuts, pecans, pine nuts (pignolias), pistachio nuts and walnuts. For more information, see:
<https://www.canada.ca/en/health-canada/services/food-nutrition/reports-publications/food-safety/tree-nuts-priority-food-allergens.html>

Our Kitchen Manager maintains an inventory of kitchen products that match the following three conditions:

- 1) There is an ingredient list that can be reviewed;
- 2) The ingredient list does not contain any peanuts or tree nuts (from the list of concern above);
- 3) The ingredient list does not have a “may contain” warning regarding any type of tree nut.

The product inventory includes product name and brand plus date of confirmation of nut free status and the authorization of the Kitchen Manager.

Products coming into the kitchen need to be identified on the confirmed inventory or kept out of the kitchen until confirmed and authorized by the Kitchen Manager.

Kitchen staff are only permitted to use and serve products that have been authorized by the Kitchen Manager.

Meals and snacks brought into camp to supplement camper or staff meals must follow Canterbury Hills nut policies and procedures.

If, at any time, a staff member suspects that a product served on site may contain peanuts or tree nuts: 1) the product should be immediately removed from campers and staff; 2) the Kitchen Manager, Resource Team/Camp Director should be notified immediately.