



## **Cairn Family of Camps Summer Staff Job Description Prep Cook**

**Positions Available:** 2

**Reports to:** Food Service Manager, Kitchen Coordinator

### **GENERAL FUNCTION**

The Prep Cooks work alongside the Kitchen Coordinator and Food Service Manager to prepare meals and snacks for all Cairn programs. They perform regular cleaning, inspection, and logging tasks to maintain proper health and safety standards. Prep Cooks ensure that camp offers a safe inclusive environment that encourages self-esteem, stewardship, and servanthood as part of the kitchen staff team.

### **KEY RESPONSIBILITIES**

- All-Staff Responsibilities:
  - Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps.
  - Demonstrate strong support and commitment to serving the campers, staff, families, and all program participants of the Cairn Family of Camps.
  - Practice and support the health and safety of all campers, staff, families, and all program participants of the Cairn Family of Camps.
  - Complete a year-end report, including a season review, and offering suggestions for future camp seasons.
  - Complete additional duties as required.
- Food Service Responsibilities:
  - Prepare healthy, delicious meals and snacks that meet the needs of all staff and participants, including specialized menus for individuals with dietary needs, in conjunction with the Kitchen Coordinator and Food Service Manager.
  - Perform daily, weekly, and seasonal cleaning of the kitchen and all kitchen equipment.
  - Ensure that all kitchen dishes are washed after each meal.
  - Ensure that all regulations outlined by governing bodies (Simcoe-Muskoka District Health Unit, Ontario Government, Ontario Camps Association) are met or exceeded.
  - Follow adequate standards of cleanliness and sanitation in food handling, food storage and food service.
  - Work with the Food Service Manager, Kitchen Coordinator, and Program Coordinators to incorporate food service into program themes and events.
  - Work with the Food Service Manager, Kitchen Coordinator, and Iona Program Coordinator in preparing food and supplies for out-trips.

### **JOB KNOWLEDGE & QUALIFICATIONS**

- Interest in working with food and developing skills in food service. No previous experience is required.
- Personal skills: service-oriented, efficiency, hardworking, problem-solving ability, collaboration.
- Food Handler Certificate
- Standard First Aid/CPR-C
- Clear Police Reference Check and Vulnerable Sector Screening



- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work

#### **APPLICATION & CONTACT INFORMATION**

Please submit your application, including any supplementary documents, at <http://cairn.campbrainstaff.com>. Should you have any questions, please contact Robynne Howard, Camp Director, at [robynne@ilovecamp.org](mailto:robynne@ilovecamp.org).

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*The Cairn Family of Camps is committed to employment equity, and supports diversity, equity and a workplace free from harassment and discrimination. All qualified candidates, including candidates from diverse backgrounds, are encouraged to apply. The Cairn Family of Camps is committed to an inclusive, barrier-free recruitment and selection process and workplace. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the camp office.*