



Job Posting for Prep Cook/Kitchen Disher

Employment Dates: Start date - May 24, 2024; End Date - October 6, 2024

Wage: \$17.50 per hour, plus accommodation, all meals when Food Service is offered, water taxi fares (2 return trips per month during July & August), & staff shirt

Summary of Position: Working with the Head Chef, Food Service Director & Coordinator, Camp Cook and Kitchen Dishers, the Prep Cook/Kitchen Disher will be responsible for ensuring the smooth day-to-day operations of the Food Service Department. Their tasks will include: assisting with meal preparation and plating; the cleaning and sanitization of all dishes and equipment used by the kitchen team to prepare and cook meals; the cleaning and sanitization of dishes used by guests, staff and volunteers during meals as part of our Food Service offering; and, overseeing the proper use and care of the waste management system - composting, recycling, etc.

This position is a full-time, 40 hour per week position during the summer season (June 26 through to September 2). As such, the successful candidate is required to live on site during this time period. During the months of May, June, September and early October, this position will be employed on weekends on a casual part-time basis, with work hours dependent upon guest bookings and staffing needs. A schedule for each month will be provided to the successful candidate by the 15th day of the month previous (i.e., the work schedule for May will be provided by April 15th).

Overview:

Camp Fircom

We would like to acknowledge that Camp Fircom is located on Cha7elkwnech (Gambier Island), in the ancestral and unceded territory of Skwxwú7mesh Úxwumixw (Squamish First Nation). A short 20 minute water taxi ride from Horseshoe Bay, Camp Fircom is situated on a 120-acre waterfront property with access to ample recreational opportunities, including swimming beaches and hiking trails.

The mission of Camp Fircom is to create communities of belonging and experiences to grow on. The heart of our non-profit organization is the operation of summer camp programs. We also operate a year-round retreat centre, hosting weddings, family vacations, conferences, work and wellness retreats, adult programs, and other groups.

Food Service Department:

Camp Fircom's kitchen has a variety of quality equipment to execute meals for groups from 12 – 200 people. We take great pride in offering homemade and delicious food for all our guests, with menus varying depending upon the type of group on site. We are a nut-aware kitchen and we cater to a variety of allergies and dietary needs.

Camp Fircom is an off-the-grid location, which means that all kitchen waste must be processed onsite. The kitchen team takes part in the responsibility of taking the compost out to the farm, cleaning and properly sorting recycling, and bagging and storing garbage so our site staff can arrange to have it removed from the island.



Living Arrangements: Accommodation is provided in a shared, rustic cabin without utilities. Shared washroom facilities exclusively for staff use are provided, and wifi is available in various communal spaces. Meals are included when guests are on site and Food Service is offered.

Duties and Responsibilities:

Training:

- Actively participating in 100% of all training offered at the beginning of the contract and throughout the season

Food Preparation and Meal Service:

- Engaging and communicating with guests, staff and volunteers in a friendly, respectful and effective manner
- Responding to guests' needs and inquiries in a timely manner and providing inviting, knowledgeable customer service during meal times
- Operating standard kitchen equipment safely and efficiently
- Preparing, seasoning and cooking food as directed, meeting dietary requirements where required
- Following recipes and presentation specifications
- Preparing family-style meals, as well as elevated wedding menus
- Baking fresh bread, cookies, muffins, cakes, etc.
- Ensuring timely delivery of meal service
- Managing daily prep routine, including vegetarian meals and special dietary meals
- Working within a defined budget, which includes proper food portioning

Dishwashing:

- Ensuring the availability of clean dishes by washing dishes, pots, pans, and flatware, and putting them away in their proper places
- Cleaning machines and appliances used in the kitchen, such as coffee makers, pots and pans, mixers, etc.
- Keeping the dishwasher and dish pit clean, and reporting any functional or mechanical issues to the Head Chef or Food Service Director
- Maintaining adequate levels of dish detergents and cleaning supplies
- Maintaining Dishwasher Log for temperature, detergent, and sanitizer levels
- Ensuring sanitary wash cycles are happening (this will be done using test strips on a daily basis)

Kitchen Systems and Organization:

- Helping maintain daily/weekly logs re: temperature of fridge, meals, waste, etc.
- Overseeing the proper use and care of the waste management system - composting, recycling, etc.

Kitchen Maintenance and Cleanliness:

- Maintaining required Food Safe-related health standards and protocols
- Contributing to a clean, sanitary work environment
- Cleaning and maintaining work station, practicing good safety and sanitation protocols
- Adhering to all sanitation and food production codes

General:

- Being sensitive to, and striving toward, fulfilling the mission and values of Camp Fircom
- Carrying out other duties as required



Camp Fircom Society

Of the United Church of Canada
PO Box 94027 6655 Royal Avenue
West Vancouver, BC V7W 2B8

Safety:

- Monitoring kitchen safety, and reporting any concerns to the Head Chef or Food Service Director
- Developing a working knowledge of Camp Fircom's Staff Manual and Policy & Procedure Manual
- Learning Camp Fircom's Emergency Procedures and being prepared for emergencies
- Being a member of the site Fire Response Team (training provided)
- Taking ownership for the safety of guests, volunteers and fellow staff, and actively managing risk

Reporting and Evaluations:

- The Prep Cook/Kitchen Disher reports to the Head Chef and Food Service Director, who will lead a goal setting and evaluation process for the Prep Cook/Kitchen Disher

Qualifications:

- Age 16 or older
- Some cooking experience, preferably in hotels, camps, or other large-scale venues
- Current Criminal Record Check and Vulnerable Sector Search upon hire
- Strong problem solving and communication skills
- Exceptional time management skills
- Ability to stand or walk for 8-hour shifts, and bend, lift, and carry 50 pounds
- Willingness to work evenings and weekends
- Willingness to comply with all Food Safety, Food Service, and Camp Fircom-related policies, procedures and protocols
- Willingness to be flexible and adaptable based on guest and staff needs, as well as the needs of the organization

Assets:

- Current Level 1 Food Safe
- Experience as a Kitchen Disher in a commercial kitchen
- Experience living in a remote work setting
- Fluency in a second language
- First Aid & CPR certification

Application Process: If interested in applying for this position, please email an 'Expression of Interest' Letter and Resume to Terra McKenzie, Executive Director (terra@fircom.ca) **NO LATER THAN Wednesday, March 27, 2024 at 4:00pm**. Only shortlisted candidates will be contacted. No phone calls, please.

Camp Fircom is an equity employer and we encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.