



**Kids Cancer Care
Foundation of Alberta**
609 14 St NW, Suite 302
Calgary AB T2N 2A1

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Camp Assistant Cooks

THE ORGANIZATION

The Kids Cancer Care Foundation of Alberta (KCC) is passionately dedicated to helping young people and their families affected by cancer to survive and thrive in body, mind and spirit. KCC provides programs and funding in four key areas: Camp & Community Outreach, Pediatric Oncology Research, Hospital Support and Scholarships. This approach enhances the quality of life for children living with cancer, improves their odds for recovery and provides care for the whole family, during treatment and beyond.

Camp Kindle provides safe, quality camp experiences for young people and their families affected by cancer. Our free weekend and summer camps offer kids across Alberta a chance to escape the rigours of cancer treatments for outdoor fun and adventure. When not serving the oncology population, Camp Kindle provides meaningful experiences for other groups such as children's medical groups, outdoor school, bands, choirs and corporate groups.

THE POSITION

The kitchen team plays a very important role in providing excellence in the areas of food services and hospitality at Camp Kindle. Camp cooks are responsible for providing quality meals for all guests at Camp Kindle. The position will involve part-time hours from April to August, 2012, with options for continued employment on a casual basis as required for group bookings. This position also includes cleaning responsibilities and may include evening and weekend work.

ACCOUNTABILITY

Accountable to the director of camp and community programs, report directly to the catering and housekeeping coordinator and work cooperatively with all staff, volunteers and guests of Camp Kindle.

RESPONSIBILITIES

In accordance with the approved KCC policies and taking direction from the catering and housekeeping coordinator, the assistant cooks will be responsible for the following:

Health & Safety

- Report all equipment problems, risks, issues or challenges in the kitchen;
- Ensure that regulations are followed from any health and safety acts;
- Follow specific dietary requirements for campers and staff;
- Understand and implement allergy control procedures when necessary;
- Appropriate record keeping;
- Follow a kitchen checklist procedure for opening and closing the kitchen;
- Be knowledgeable in all equipment, food handling preparation and sanitation.

Food Preparation

- Be flexible to special dietary requests that may occur last minute;
- Organize, prepare, serve and/or clean up after each meal;
- Work with staff or renters for special theme meals;

- Help staff with food-related programs;
- In consultation with out trippers coordinate out trip menus;
- Cater to all diets including vegetarian.

Cleaning

- Adhere to prescribed “clean as you go” practices in the kitchen;
- Maintain a high level of cleanliness in all kitchen areas including storage, refrigeration, prep stations and cooking areas;
- Follow food safe practices as related to cleaning and sterilization of cooking equipment;
- Complete daily and weekly scheduled cleaning responsibilities as required.

QUALIFICATIONS

- Must be 16 years of age or older with good written & reading skills;
- Must provide a current Level II Criminal Records Check with includes vulnerable sector;
- Able to provide own transportation;
- Ability to work independently as part of a team;
- Food handling certificate or on-line training.

INTERESTED APPLICANTS

Please send your resume and cover letter to:

Dacia Lashmore, Catering and Housekeeping Coordinator
Camp Kindle - Kids Cancer Care Foundation of Alberta
P.O. Box 280,
Water Valley, AB T0M 2E0

Phone/Fax: 403.637.6375

Email: dlashmore@kidscancercare.ab.ca

CLOSING DATE: February 10th, 2012

We thank all applicants; however only those applicants selected for an interview will be contacted. For more information about Kids Cancer Care, please visit our website: kidscancercare.ab.ca.