

## Lead Cook – Camp Kindle

### Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind, and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarship programs.

At Kids Cancer Care, we consider it an honor and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers, and helping others. We love our work, and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant, and sometimes quirky team that works, laughs, cries, eats, plays, and celebrates together.

We value diversity and the different perspectives and innovative thinking it brings. We like to surround ourselves with creative, kind, and passionate people and we encourage all qualified persons of any ability, gender, race, culture, ethnicity, or origin, including members of the 2SLGBTQ+ community and those with visible, invisible, and episodic disabilities, to apply. We believe in the power of diversity and are dedicated to creating an equitable, diverse, and inclusive environment at all levels of the organization.

For more information on Kids Cancer Care and our work, please visit us at [kidscancercare.ab.ca](http://kidscancercare.ab.ca).

### The Position

This is a permanent, full-time position reporting to the food services manager at Camp Kindle.

### Position Overview

The lead cook's primary role is to supervise the daily operations of the Camp Kindle kitchen with a special focus on food safety, handling procedures, staff supervision, food preparation, and continuing education of all camp staff.

The population we serve is vast. When not serving our Kids Cancer Care families, we are a rental facility that offers programs and meaningful experiences to corporate and community groups. These groups range from medical groups, outdoor school programs, corporate retreats, band and choir retreats, and other youth groups. Camp Kindle is also the venue for annual fundraising events for Kids Cancer Care. We are a licensed facility and may offer liquor services for adult functions.

With a focus on hospitality and service, the ideal candidate will be able to communicate effectively with our camp and kitchen staff, housekeeping staff, camp and Calgary administration as well as our clientele, both young and old. The candidate must also have the creativity and ability to plan diverse menus to match the needs of the Camp Kindle clientele.

### Key Areas of Responsibility

The Camp Lead Cook will be responsible for the following operations, protocols, and services related to Camp Kindle:

#### General Duties

- Be aware of the needs of young people and families with a history of cancer.
- Be aware and adhere to the annual budget.
- Support in the creation and maintenance of online food ordering systems.
- Aid in the completion of weekly food orders in line with menus, budget, and in coordination with housekeeping supply needs.
- Maintain records of kitchen stock.
- Ensure all daily, weekly, and monthly cleaning lists are completed.

#### Health & Safety

- A clear understanding of hygiene standards for immunocompromised individuals.
- Ensure the kitchen operates in compliance with all health and safety regulations.
- Serve as a member of the Camp Kindle Health and Safety Committee or oversee housekeeping operations.
- Participate in the creation and implementation of allergy-control and celiac/gluten-free procedures.
- Adhere to and record safe food handling procedures.
- Ensure workplace incidents are properly recorded, communicated, and followed up.
- Participate in educational sessions during spring, summer, and fall staff training weeks to teach health and safety expectations in food preparation areas.
- Develop and oversee procedures for shift start/end of all employees.
- Coordinate with Camp Kindle maintenance department to ensure kitchen equipment is properly maintained.

#### Food Preparation

- Assist in developing, implementing, and serving kid-friendly menus, specialized dietary menus, as well as upscale menus for retreats, reunions, and others.
- Demonstrate flexibility for any last-minute dietary requests or needs.
- Coordinate camp program kitchen or food needs with camp staff.

#### Administration

- Participate in the preparation of the annual food budget.
- Assist in hiring, training, and supervising kitchen staff.
- Create standardized recipes for future use.
- Daily supervision and mentorship of all kitchen staff.
- Help administer biweekly "Lunch is on Us" training sessions with kitchen staff.
- Create dietary check-in procedures in collaboration with the camp coordinators.
- Be responsible for proper care, cleaning, and storage of all kitchen equipment.

- Plan purchasing of kitchen smallware based on budget.
- Represent Kids Cancer Care and foster excellent relationships with user groups.

### Education and Certifications

- Advanced food safety/HACCP or the ability to receive certification.
- Standard First Aid or the ability to receive certification.
- ProServe certificate is an asset.
- Other food-related certificates or training (allergy awareness, food, and hospitality courses, celiac/gluten-free, halal, vegetarian/vegan, dairy-free/lactose intolerant) are assets.

### Industry Knowledge

- Restaurant, institutional food service, or professional cooking experience required.
- Management or supervisory experience required.

### Other Requirements

- Must provide a current level II criminal records check, including vulnerable sector.
- Must provide own transportation and hold a valid driver's license and an acceptable driver abstract.
- Must be able to work independently and as part of a team.

### Salary and Expectations

- Competitive benefits package
- Annual professional development allotment
- Full-time, permanent

### Closing Date

March 1<sup>st</sup>, 2024

### Applications

Please send a cover letter and resume with **Lead Cook** in the email subject line to:

Stephanie Newbery, RD  
Food Services Manager, Camp Kindle  
[snewbery@kidscancercare.ab.ca](mailto:snewbery@kidscancercare.ab.ca)

Camp Kindle is in Water Valley, AB about an hour northwest of Calgary.

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*Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.*