



**campmyw.com**

**Address:**  
1878 Muskoka Road 10 West  
Port Sydney, ON P0B 1L0

**Email:** info@miniyowe.com  
**Phone:** 705-385-2629  
**Fax:** 705-385-2633

## Camp Mini-Yo-We Position Description

# ***Assistant Food Services Manager***

---

### **Position Identification:**

**Job Title:** Assistant Food Services Manager  
**Reporting To:** Food Services Manager  
**Position Location:** Port Sydney, ON  
**Prepared By:** Rich Birch  
**Date Prepared:** March 1, 2019

### **Organization Profile:**

Camp Mini-Yo-We (“Camp”) is a community. Choosing to work in this community is more than taking a “job”; it is deciding to be part of a team committed to achieve our mission: *Developing tomorrow’s leaders through life changing adventures in God’s creation.*

### **Position Summary:**

Camp Mini-Yo-We is seeking a person to join our staff team in the role of Food Services Assistant Manager. This opportunity involves providing food service support for all aspects of the ministry. Assistant Manager is an integral part of the Food Services Team. This includes overall responsibility in the following areas:

- Cooking
- Food ordering
- Administration
- Operations of all kitchens
- Volunteer recruitment
- Other duties assigned by the Food Services Manager

### **Personal Qualifications:**

- Be a Christian demonstrating a mature attitude of servant leadership, while having a heart for children and young people.
- Have a servant attitude, being both helpful to all and committed to “community”; the person in this role must be flexible and willing to pitch in and assist as part of the team.
- Be a teachable person of integrity.
- Demonstrate ease of communication with parents/guardians, suppliers, children, church leaders, volunteers, and fellow workers.

*Developing tomorrow’s leaders through life-changing adventures in God’s creation.*

**campmyw.com**



**campmyw.com**

**Address:**  
1878 Muskoka Road 10 West  
Port Sydney, ON P0B 1L0

**Email:** info@miniyowe.com  
**Phone:** 705-385-2629  
**Fax:** 705-385-2633

## **Key Responsibilities:**

### **1. Reporting to the Food Services Manager**

### **2. Cooking**

- Prepares the necessary food items in accordance with meal plans and in a timely and efficient fashion to ensure no interruption to guest service.
- Adheres to standardized recipes and specifications in order to maintain consistency and ensure all standards are met.
- Preparing for campers and guests with special dietary needs.

### **3. Cleanliness & Safety**

- Keeps work areas clean and organized, including fridges/freezers, countertops and stove tops.
- Ensures that opening and closing procedures are carried out to standard
- Will operate equipment and conduct themselves with safety in mind at all times
- Ensures that all food products are handled, stored, prepared, and served safely in accordance with government Food Safety guidelines.
- Report any and all deficiencies in kitchen equipment functionality and quality of food products to Food Services Manager in a timely fashion.

### **4. Kitchen Operations & Volunteers**

- Responsible for the day to day operations of the kitchens when Food Services Manager is not in.
- Prepares lists of food products required for ordering.
- Communicating with staff, volunteers, parents/guardian, and campers directly to properly understand their needs.
- Working with and alongside volunteers, both young people and adults.
- Assist with opening and closing seasonal kitchens
- Assist with overseeing Summer Volunteer Cooks

### **5. Communications and Relationships**

It is expected that all staff members will take initiative in communication and ensure that all parties are kept informed as required. It is expected that this person will subject themselves to the lines of authority and have an appreciation for the overall goals of the organization.

### **6. Other Duties as Assigned**

Additional duties may be assigned to facilitate the overall objectives of the ministry.

Developing tomorrow's leaders through life-changing adventures in God's creation.

**campmyw.com**



**campmyw.com**

**Address:**  
1878 Muskoka Road 10 West  
Port Sydney, ON P0B 1L0

**Email:** info@miniyowe.com  
**Phone:** 705-385-2629  
**Fax:** 705-385-2633

### **Physical Aspects of Position (Include, but are not limited to):**

- Constant standing and walking throughout shifts
- Frequent lifting and carrying up to 50 lbs
- Occasional kneeling, pushing, pulling, and lifting

### **Knowledge, Ability, Education and Experience:**

- Self-motivated; takes initiative to be efficient and responsible for assigned tasks
- Strong communication skills, both written and verbal
- Must be flexible and able to adjust quickly to changing priorities
- Must be discerning and comply with confidentiality laws and responsibilities
- Leadership ability and a team player with problem solving abilities
- Highly responsible and reliable
- Ability to work well under pressure in a fast-paced environment
- Strong organizational abilities, knowing how to prioritize and maintain focus.
- Ability to focus attention on guest needs, while remaining calm and courteous at all times.
- Basic computer skills with database systems and knowledge/training in Google Suite, Microsoft Outlook, Word, and Excel.
- Be comfortable cooking in a commercial kitchen with minimum 2 years cooking experience
- Certificate or Diploma from a recognized Culinary School is preferable
- Food Handler's Certificate is required
- Clear Vulnerable Sector Verification Report
- Driver's Licence is a must, as well as reliable transportation

### **Key Contacts:**

- Campers, Guests, Volunteers, and Seasonal Staff
- Food Services Manager, Shared Services Director, Outdoor Centre Staff, Summer Camp Directors, Seasonal Staff, and all Year Round Staff

### **Financial Responsibility:**

- Is fiscally dependable within the budget in the areas which he/she is responsible.
- Helps to determine the best use of resources to accomplish Camp's mission.

Developing tomorrow's leaders through life-changing adventures in God's creation.

**campmyw.com**



**campmyw.com**

**Address:**  
1878 Muskoka Road 10 West  
Port Sydney, ON P0B 1L0

**Email:** info@miniyowe.com  
**Phone:** 705-385-2629  
**Fax:** 705-385-2633

### **Conditions of Work and Benefits:**

- Staff members must willingly sign agreement to and the acceptance of Camp's Statement of Faith and Community Commitment
- Approximately 35 to 40 hours per week. Time sheets are to be turned in to the Shared Services Director
- Compensation is paid on a bi-weekly by direct deposit
- Camp will provide a computer for use
- Participation in the LTD insurance portion of the benefits plan is required and that portion is paid by the employees. You have the option to be enrolled in the Mini-Yo-We health benefits package after your three-month probation period. Camp pays 50% of the premiums Reviews are conducted at six-month intervals to start and at least annually thereafter.
- Meals are provided during your working hours when programs are running and a kitchen is in operation, in accordance with the staff meals policy.
- Staff is not permitted to bring a pet onto the campsite unless the pet is owned prior to joining staff and the permission of the Executive Director is obtained.
- Room and Board if required will be outlined in letter of offer.

### **Résumés will be accepted until April 1, 2019**

via e-mail: rich@miniyowe.com or mail: Attention: Rich Birch  
1878 Muskoka Road 10 West, Port Sydney, ON P0B 1L0.

Developing tomorrow's leaders through life-changing adventures in God's creation.

**campmyw.com**