



Job Title: Head Cook

Position: Full-Time Seasonal, 40 hours/week

Date Range: June 17, 2024 – August 23, 2024

Location: Shiloh Camp

Wage: \$16-18 an hour (depending on experience)

Reports to: Director of Programming

Duties and Responsibilities:

- Create a well-balanced and nutritional menu for campers and staff
- Create a flexible meal plan based on food bank supplies each week
- Follow all policy and procedures of Shiloh set out in the Program Manual
- Ensure kitchen safety is a top priority for all staff and volunteers in the space
- Supervise and manage staff and volunteers assigned to work in the kitchen
- Keep up-to-date records of all supplies and inventory
- Work in collaboration with the Program Assistant to purchase and pick up all necessary supplies
- Responsible for the following meals throughout the camp week:
 - 3 meals per day on full camp days and last day of camp
 - 1 evening snack on full camp days to be handed out by staff
 - Dinner on first day of camp
- Responsible for cooking, setup, and cleanup of all above meals, with assistance by assistant cook, volunteers and additional staff as needed
- End of summer ensure proper clean up and prepared for winter season
- Ensure all legal food and kitchen health and safety protocols are upheld



Requirements/Skills:

- Must agree with the Christian mission of the organization and should have a personal relationship with Jesus Christ and regularly attend a church
- Must be able to demonstrate a Christ-like example in relationships, attitudes towards campers, staff, and camp responsibilities and in whole manner of life
- Must have (or willing to obtain a head of start date) Food Handling Certificate
- Must have previous cooking experience (experience in running a camp or restaurant kitchen considered an asset)
- Must be able to function in a team culture
- Must be able to take initiative, work independently, problem solve and remain calm when dealing with all types of people
- Ensure good communication is on-going between yourself and Director of Programming
- Must have basic administrative skills
- Must have strong organizational skills
- Must communicate well and in a timely manner
- Must be physically fit and able to work in fast-paced kitchen environment
- Current CPR Level C and First Aid certificate considered an asset
- Must submit a clear Police Security Check and an Intervention Record Check before the start of position
- Must be a minimum age of 18 years old
- Willingness to serve and commitment to the vision and direction of Shiloh

Organization Description: Shiloh is a year-round Christian organization serving children and youth ages 7-17 living in high-risk and vulnerable situations in Edmonton and area. We work exclusively with those from low-income families, group homes and foster care. We aim to engage our children and youth with life changing experiences and mentorship that leads them to grow in community and relationship with Jesus.