



# Camp Manager/Head Chef

Primary Role: Oversee and carry out all aspects of camp catering, occupancy and administration in a remote camp setting for up to 120 residents.

## Qualifications:

- Red Seal Cook (or equivalent certification/experience) with a minimum of 5 years of experience cooking for large numbers in a professional capacity
- Minimum of 2 years successful experience in managing a busy kitchen, camp and/or hotel, including budget tracking & management, staff scheduling & training, menu planning, ordering & inventory, quality control, and administrative duties.
- FoodSafe Level 1 required, FoodSafe Level 2 preferred
- Minimum of 2 years camp experience
- First Aid Level 3 preferred
- Demonstrated record of excellent customer service and supervision of employees
- High level of computer skills including Windows file management, MS Office software and email applications
- Background & training in safety systems and training others
- Must be able to pass a drug and alcohol test prior to employment and work/live in a drug and alcohol free camp environment for 2-4 weeks at a time.

## Personal Attributes & Skills:

- Highly motivated to prepare fresh, tasteful, appealing food
- Flexible, 'whatever it takes' attitude
- Strong HR management and training skills
- Positive & professional demeanor at all times
- Excellent communication and interpersonal skills
- Excellent organization and time management skills
- Professional image with good personal hygiene
- Good physical stamina; capable of lifting up to 50lbs and working long hours on your feet
- Must be able to live in a remote camp environment for 4 weeks with a 2 week break

## Responsibilities:

- Implement Summit's Safety Management System
- Coordinate with clients, operations office and field staff to ensure operational success
- Ensure that all contract requirements, policies, procedures and standards are met
- Provide initial and ongoing training, assign tasks, and monitor the work of all camp staff
- Implement weekly menu plan to reflect contract requirements, healthy choices and resident preferences
- Ensure food quality, presentation & timing is met at all times
- Order food & supplies based on camp occupancy, menu plan, etc.
- Receive, unload and store orders, follow up with suppliers as needed



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- Maintain professional appearance & conduct at all times

Job Type: Full-time

Required experience:

- Camp/hotel management: 2 years
- Cooking: 5 years

Apply to: [employment@summitcamps.ca](mailto:employment@summitcamps.ca)