



## Kiwanis Club of Windsor Sunshine Point Camp



### **POSITION DESCRIPTION – KITCHEN ASSISTANT**

#### **About Sunshine Point Camp and the Kiwanis Club of Windsor**

The Kiwanis Club of Windsor has been incorporated over 100 years and has been operating Kiwanis Sunshine Point Camp since 1947. We are a service club dedicated to bettering the lives of children in Windsor and Essex County.

Kiwanis Sunshine Point Camp is a five-day, overnight camp for children. It is located on Lake Erie at 955 County Road 50 East, forty-five minutes from Windsor, between Colchester and Kingsville. Our camp welcomes boys and girls over a seven-week period. Five weeks are reserved for boys and girls ages seven to eleven. Two weeks are reserved for 12–14-year-olds. Each camp period runs from Sunday afternoon till Friday afternoon. We financially subsidize those children who can't afford to attend and work closely with the Windsor Essex Children's Aid Society to identify children who would benefit from summer camp.

Work begins for our staff with orientation and training July 1-5. Our staff spend the weeks onsite and may sleep in a camper cabin and in some cases in a staff cabin. Staff is responsible to bring their own toiletries and linens. Our staff join our campers for all meals.

#### **Position Summary**

Reporting to the Camp Cook, the Kitchen Assistant is primarily responsible for assisting Camp Cook in duties as assigned. This will include, but not be limited to, assisting in the preparation of meals, sweeping, and mopping of kitchen and dining area floors on a regularly scheduled basis, strict garbage disposal, and cleaning washrooms.

**Salary...\$17.55/hour (40 hours per week)**

#### **Position Requirements**

- Teamwork skills necessary while demonstrating ability to work independently and unsupervised.
- High energy level.
- Desire to work with children.
- Current Vulnerable Sector Check is required.
- Preference given to those enrolled in a program and returning to school in the fall.
- A desire to assist and learn meal prep.

#### **Position Responsibilities** (include but are not limited to)

- Assist Camp cook as directed.
- Participation in all camp activities as requested by Camp Director when not working in kitchen.
- Attendance at, and participation in, regularly scheduled staff meetings
- Participate in camp opening activities during orientation week.
- Maintenance of safe environment for campers and staff with emphasis on kitchen and dining areas.
- Assist Camp Director in ensuring camp is left clean, safe, and in good order at end of each week.
- Other duties as assigned by Camp Director or Camp Committee Chair.