



Kiwanis Club of Windsor Sunshine Point Camp



POSITION DESCRIPTION – COOK

About Sunshine Point Camp and the Kiwanis Club of Windsor

The Kiwanis Club of Windsor has been incorporated for over 100 years and has operated 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 seven weeks. 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 June 29 - July 3. Our staff spend the weeks onsite and may sleep in a camper cabin and in some cases in a staff cabin. Staff is responsible for bringing their toiletries and linens. Our staff join our campers for all meals.

Position Summary

Reporting to the Camp Director, Camp cook, is responsible for the provision of food and maintenance services at Sunshine Point Camp. The Camp cook is also responsible to assist the Camp Director, as requested by Camp Director, in the development of a comprehensive Sunshine Point Camp Program for the duration of employment.

The cook will be the lead of the kitchen staff, with two Kitchen Assistants at all times.

Salary...\$25.00/hour (40 hours per week)

Hours will be as follows: Monday thru Wednesday 6:30AM- 5:30 PM, Thursday 6:30AM-3:00PM

Position Requirements

- o Responsible for the development of a suitable menu, considering diets/allergies.
- o Safe Food Handling Certificate, or demonstrated experience, preferred.
- o Responsible for procurement of all necessary foodstuffs, minding budgetary constraints.
- o Proven supervisory and teamwork skills necessary.
- o High energy level.
- o Previous residential camp leadership experience preferred.
- o Current Vulnerable Sector Check is required.
- o Training in Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults preferred.

Position Responsibilities (include but are not limited to)

- o Planning, shopping, and Preparation of all meals/snacks for campers/staff.
- o Knowledge and responsibility of special dietary needs and allergies of campers and staff.
- o Maintenance of a clean and orderly kitchen.
- o Supervision of and direction to, Kitchen/Maintenance Assistant.
- o Reporting to the Director any problems as they arise with campers.
- o Attendance at, and participation in, regularly scheduled staff meetings.

Please direct all questions and resumes to sunshinepointcamp@gmail.com

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- o Maintenance of a safe environment for campers and staff in kitchen and dining areas.
- o Assistant Camp Director in ensuring camp is left clean, safe, and in good order at the end of each week.
- o Other duties as assigned by Camp Director or Camp Committee Chair.