

Position: Kitchen Manager – JUMP! Canada

Location: 100 Mile House, Canada

Program Season: May 5th – September 10th, 2023

Report to: JUMP! Canada Program Director

THE ROLE:

JUMP! Canada is looking for a dynamic, passionate, and hardworking Kitchen Manager to support all food and nutrition related systems for programs for youth at our wilderness site near 100 Mile House, BC.

JUMP! CANADA:

JUMP! Canada programs are based from our 160 acre off grid wilderness site near 100 Mile House, BC. JUMP! believes in inspiring, empowering, and engaging youth through collaborative and innovative transformational learning programs. We use experiential adventure activities that challenge youth to step outside their comfort zone, develop their interpersonal skills and provide them with opportunities to exercise personal leadership. Programs include a range of activities including climbing wall, low and high ropes courses, teambuilding activities, canoeing and backpacking. Jumpcanadacamps.org

DUTIES & RESPONSIBILITIES:

The Kitchen Manager will work both independently and collaboratively with volunteers and JUMP! staff to prepare and serve delicious and nutritious meals for participants and staff. With supervision and support from the Program Director, responsibilities include:

Meal Planning: Plan nutritious and healthy meals and snacks during all program and prep days. Plan alternative menu options for people with dietary restrictions and allergies.

Food Preparation: Prepare meals for up to 60 people in an off grid kitchen system (commercial propane stove and running water).

Resource Management: Track food inventory, file orders with grocery suppliers, do local grocery shopping.

Budget Management: Monitor food budget and track food related expenses and kitchen equipment needs.

Relationship Management: Communicate positively with vendors, local community partners, health authority inspectors, participants, staff and volunteers.

Leadership: Direct, supervise, and mentor facilitators, kitchen assistants, and volunteers when they are assisting in the kitchen. Act as Incident Commander in a kitchen or food emergency.

REQUIRED QUALIFICATIONS/EXPERIENCE:

FOODSAFE Level 1 Certification

Occupational First Aid Level 1 or Standard First Aid

1+ years experience (or equivalent) in large group meal preparation and kitchen management

Familiarity and experience in remote wilderness living.

PERSONAL CHARACTERISTICS:

Integrity: JUMP! programs offer participants opportunities to be the best versions of themselves, to reflect on and accept who they are, and to contribute as positive community members. Your approach to life reflects these aims.

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the program. Convey a welcoming and inclusive demeanor to the public and your staff team through openness and attentiveness to every individual.

Foster Community: Work cooperatively and effectively with others. Engage community members in our work and in sharing who we are as an organization. Offer mentorship and supportive feedback to your colleagues.

Organization and Planning: Set priorities with your supervisor, maintain your work schedule, take initiative on your goals and monitor progress.

Openness: Be open to feedback and share honest feedback with colleagues in a respectful, caring, and direct way.

Solve Problems: Assess problems to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

CONDITIONS FOR EMPLOYMENT:

All staff live and work at our beautiful remote base camp, 20km west of 100 Mile House, BC.

Accommodation and food provided when onsite.

TERMS:

Wage: Exact pay wage to be determined based on experience, availability, and certifications. Expected range of C\$150-C\$180 daily.

Working Terms: May 5th – September 10th, 2023 with flexibility

Application closing date: position open until filled

Only shortlisted applicants will be contacted. Interviews will take place on a rolling basis based on application date

JUMP! is committed to employment equity. We encourage qualified applicants from members of visible minority groups, Indigenous people, LGBTQ+ people, and all those with the knowledge, skills, and values to engage effectively with diverse communities.