



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Summer Employment Opportunity

Title: DEEP Leadership Camp Head Cook

Date of Employment: Start date negotiable; through mid-August 2017

Hiring Department: Engineering Outreach Office, Faculty of Applied Science & Engineering

Rate of Pay: \$16 per hour*

Hours of Work/Week: May-June: Variable. July: Full-time (less than 44 hours per week).

The Head Cook will be provided accommodations at Leadership Camp June 26th-August 4th.

Position Description:

The Engineering Outreach Office manages and administers the core outreach programs offered by the Faculty of Applied Science and Engineering at the University of Toronto. We act as the central unit for outreach activities promoting Science, Technology, Engineering and Math (STEM) education to a wide audience.

DEEP Leadership Camp takes place at the Gull Lake civil engineering camp just outside of Minden Ontario during the month of July. The camp offers a focused approach to developing students as leaders. Participants enjoy swimming, canoeing, hiking and living in a community on the century-old campsite.

The Engineering Student Outreach Office (ESOO) is currently seeking a Head Cook who will lead the planning, preparing and presenting of meals for our Leadership Camp participants and staff. The Head Cook will assist in the planning of meals, ordering food products and managing the kitchen to support a camp for up to 50 individuals, 2-3 meals a day. The Head Cook will contribute to creating a menu that contributes to the overall camp experience. The Head Cook will engage with staff and program participants (students in grades 10-12) to assist with meals, serving and clean-up throughout the program. The Head Cook will be supported and supervised the Program Coordinator and Team Leader to coordinate meal planning, dietary needs, and kitchen and dining hall maintenance. Training will be provided on-site and in advance of the program.

The DEEP Leadership Camp Head Cook will plan and deliver a healthy food program based on the [Ontario Camps Association](#) standards and provincial recreational camp and health regulations. DEEP Leadership is an OCA Accredited camp.

This position is eligible for recognition through the Co-Curriculum Record (CCR) for University of Toronto students.

Program Information:

The Leadership Camp curriculum is connected to the following themes:

- Taking initiative and affecting change
- Preparing for the unexpected
- Teamwork and team building
- Being a positive role model
- Cultivating respect and empathy
- Active listening and attentiveness
- Accountability and responsibility
- Gratitude and acknowledging others



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Duties and Responsibilities:

In consultation with the Leadership Program Coordinator and Team Leader, the Head Cook will:

- a) Contribute to and participate in team training related to food safety and camp planning.
- b) Provide leadership in meal preparation, kitchen supervision and post-service clean-up.
- c) Organize and maintain food stores and equipment.
- d) Establish and ensure all daily sanitation procedures are followed.
- e) Establish and enforce guidelines for kitchen use in adherence to Ministry of Health regulations, OCA standards, and program procedures.
- f) Lead food handling and services, food purchasing, and menu creation.
- g) Ensure that all safety protocols are followed, and ensure a safe camp environment.
- h) Provide administrative support and documentation as required.
- i) Assist with the development of the evaluative component of the program and registration details as required.
- j) Respond to student situations that may arise in accordance to camp procedures.

Experience, Education and Qualifications:

- Applicants should present training and/or experience managing a dining room/food service.
- Applicants should present experience working with children and youth, with preference given to those with experience in a camp or school setting.
- Applicants presenting experience working with allergies and dietary restrictions is an asset.
- Applicants should present strong communication and interpersonal skills.
- Applicants should work well both independently and as a member of a team.
- Applicants should be comfortable sharing the kitchen to engage and empower participants and staff to learn about safe food-handling and meal preparation.
- Applicants should be comfortable with visible and non-visible dimensions of diversity and focused on creating community within their kitchen and dining space.
- Successful applicants should be available for and prepared to attend team training.
- Successful applicants must present the following prior to the start date of the program:
First Aid-CPR certification, WHMIS safety training, food-handling training and certification, and a police clearance letter.



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Applicants Submit:

1. Cover-letter
2. Résumé

Qualified applicants should submit their cover letter and résumé outlining their relevant experience to the attention of Darlee Gerrard, Coordinator, Engineering Outreach Office at apply@engineeringoutreach.ca

Please include the position(s) you are applying for in the subject line.

Applications Due: February 15, 2017

Number of Positions: 1

**Please note, successful applicants who accept their offer will be expected to participate in a meal program over the month of July. This is a taxable benefit and will be administered accordingly on your pay.*

We thank you in advance for your application.

Please note that only those selected for an interview will be contacted.