

## Kitchen Assistant

### Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we welcome all qualified persons of any ability, gender, ethnic background or origin at Kids Cancer Care. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all applicants and encourage people of all visible minorities to apply.

Kids Cancer Care is a dog-friendly place and there may be dogs at the office and at Camp Kindle.

For more information on Kids Cancer Care and our work, please visit us online at [kidscancercare.ab.ca](http://kidscancercare.ab.ca).

### The Position

This is a casual position reporting to the Food Services Manager. As booking increases through the year, available hours may increase.

### Position Overview

The kitchen team plays an important role in providing excellence in the areas of food services and hospitality at Camp Kindle. In collaboration with the Catering and Food Services Manager, Kitchen Assistants are responsible for providing quality meals for all guests at Camp Kindle. The camp season currently runs through to November with operations on most days.

Suitable candidates will have variable hours and workdays through this period. Food service ranges from catering to medically based summer camps, schools, retreats, community events and banquets. It is the goal of Camp Kindle to alter the view of what typical "camp" fare is, while catering to the needs of all our guests. Working as a part of a dynamic team, all kitchen

team members have the opportunity to be involved in preparing and executing meals ranging from camp-style service, to wedding banquets. Hours include both evening and weekend shifts.

### **Key Areas of Responsibility**

In accordance with the approved Kids Cancer Care policies and with direction from the Catering and Food Services Manager, kitchen assistants will be responsible for maintaining quality food services and meal preparation.

#### *Food Handling*

- Collaborate in the preparation, service and clean-up of meals;
- Ensure quality and efficiency of food production based on specifications set by the catering and food services manager;
- Help staff with food-related programs;
- Prepare meals in accommodation to special diets and allergies; and
- Assist in general inventory and food waste tracking.

#### *Health & Safety*

- Report all equipment problems, risks, issues or challenges in the kitchen;
- Ensure that regulations from health and safety acts are followed;
- Follow specific dietary requirements for campers and staff;
- Understand and implement allergy control procedures when necessary;
- Follow a kitchen checklist procedure for opening and closing the kitchen; and
- Be knowledgeable in all equipment, food handling, preparation and sanitation, have a current Food Safe Certificate or be prepared to obtain one within the probationary period.

#### *Cleaning*

- Adhere to prescribed clean-as-you-go practices in the kitchen;
- Maintain a high level of cleanliness in all kitchen areas including storage, refrigeration, prep stations and cooking areas;
- Follow food safety practices as related to cleaning and sterilization of cooking equipment; and
- Complete daily and weekly scheduled cleaning responsibilities as required.

### **Education and Certifications**

- Food handling certificate or the Alberta Health Services Basic Food Safety online training.

### **Industry Knowledge**

- Mature, energetic, and hard-working with a passion for hospitality and food services;
- Must possess a high standard of cleanliness;
- Previous kitchen experience and knowledge of catering to special diets is an asset;
- Willingness to learn how to handle medically based meals, including oncology-specific diets, type 1 diabetic diets and celiac diets; and
- Strong communication and leadership skills.

### **Other Requirements**

- Reliable transportation; and
- Must provide a current Level II Criminal Records Check and vulnerable sector check.

### **Compensation**

- Hourly wage \$18 to 20 per hour.

### **Application**

Please email a cover letter and resume with Camp Kitchen Assistant in the email subject line to [SNewbery@kidscancercare.ab.ca](mailto:SNewbery@kidscancercare.ab.ca)

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*Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.*