

STAFF JOB PROFILE

**JOB TITLE: Food Service Staff - Canada**

**JOB SUMMARY:**

- Assist the Food Service Manager and other kitchen staff in preparing food for crews, staff and guests.
- Assist in the daily maintenance and cleaning of the kitchen and dining hall facility to provide a clean and efficient kitchen operation.
- Assist with preparing food, serving food and dish washing.
- Assist with maintaining an accurate inventory of food items as requested.
- Assist in maintaining the cleanliness and order of the Program Center.

**PRINCIPAL RESPONSIBILITIES:**

1. Assist with setting tables, preparing and serving food, washing dishes and cleaning of the entire dining hall facility.
2. Help prepare food inventories for food orders as requested by the Food Service Manager.
3. Perform spot-checks of all dishes washed to insure spotless results.
4. Help keep the food preparation and food storage areas clean and neat. Proper sanitation techniques in the kitchen must be adhered to at all times.
5. Properly dispose of garbage and recycling.
6. Complete all tasks on daily checklist.
7. Learn and follow safety procedures when using mechanical or electrical kitchen equipment.
8. Perform kitchen responsibilities in accordance with BSA and governmental policies, regulations and standards.
9. Inform the Food Service Manager of concerns with equipment, personnel or food.
10. Perform other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments and other projects as needed.

**QUALIFICATIONS:**

1. Punctual and dependable.
2. Successfully complete Northern Tier Staff Training.
3. Knowledge of proper and required sanitation practices or willingness to learn.
4. Ability to work safely and efficiently with normal institutional cooking equipment such as mixers, deep fat fryers, convection ovens, slicing machines, grills, etc.
5. Ability to understand direction and work with limited supervision.
6. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
7. Must have current Passport and be able to obtain a Canadian work permit (US citizens only).
8. Complete and submit a BSA Health and Medical Record.

**POSITION REPORTS TO: ATIKOKAN FOOD SERVICE MANAGER**

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Signature

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Print name

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Date