

STAFF JOB PROFILE

JOB TITLE: Commissary Assistant
--

JOB SUMMARY:

- 1) Assists with the issuing of trail foods and supplies at the Northern Tier Base. This includes the food items stored in the Commissary and Depot as well as food and supplies sent to the satellite facilities.
- 2) Assists in proper inventory control of the food inventory and keeps the food issue and food storage areas clean, sanitary, and organized.
- 3) Fill in as necessary for Commissary Manager.

PRINCIPAL RESPONSIBILITIES:

- 1) Organizes the Commissary for efficient issue of trail food and supplies. Makes sure food bins and other supplies are fully stocked and issue area is clean and sanitary. Uses "Trail Food Issue Sheets" to make sure each crew has the proper amount of food and supplies. Assists the Commissary Manager to maintain a two week inventory and assist in anticipating usage levels so food orders can be placed accordingly.
- 2) Assists the Commissary Manager in the proper and sanitary storage of all trail food items in the Commissary and Depot. Assists in making sure "Cold Charts" are filled out three times daily for refrigeration units in the Trail Food Commissary.
- 3) Responsible in assisting the Commissary Manager in maintaining the security of the Commissary and Depot buildings. The Commissary and food storage areas of the Depot will be kept locked when Commissary staff are not present. Pilferage of trail foods and other supplies or allowing pilferage of trail foods and supplies will not be tolerated.
- 4) Responsible for keeping the Commissary and surrounding area clean, neat and orderly. This also includes food storage areas in the Depot storage building.
- 5) Friendly and helpful to crews and staff. Willingly offers assistance and advice that will improve the quality of the experience crews enjoy on their trip to the Northern Tier Program.
- 6) Assists the Interpreter staff and crew members while they are packing and packaging their trail food. Helps them with questions about the menu and food items.
- 7) Plays an active role in camp-wide activities and events. Assists with the evening Voyageur Rendezvous, and other special events.
- 8) Performs 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) Successfully complete base staff training.
- 2) Show ability to work with people and complete tasks with minimal supervision.
- 3) Provide a completed Northern Tier Health and Medical Form
- 4) Be a registered member of BSA, Scouts Canada, and the International Camp Staff Program.

POSITION REPORTS TO: CHIEF OUTFITTER