



Head Cook – Camp Assiniboia

(Seasonal – September through June - 0.8 FTE)

Job Description

Revised May 2026

The Head Cook is responsible for overseeing the daily operation of the camp kitchen in order to provide nutritious, high-quality meals for campers, guests, staff, and volunteers at Camp Assiniboia. This role provides leadership within the kitchen, ensures food safety and sanitation standards are met, and supports the overall camp experience through hospitality and collaboration.

Camp Assiniboia is a ministry of **Camps with Meaning**, operated by **Mennonite Church Manitoba (MCM)**.

Accountability

The Head Cook is responsible to the **Food Services Coordinator (FSC)**.

Qualifications

- Experience cooking for large groups
- Current **Food Handlers' Certification** (or willingness to obtain)
- Must be at least **18 years of age**
- Good physical health; able to stand for long periods and perform some lifting
- Ability to work **4-8 hours per day; 24-40 hours per week**
- Strong organizational and delegation skills
- Ability to multitask, problem solve, and work calmly in a fast-paced environment
- Ability to work well with staff, volunteers, and campers
- Flexibility and openness to learning and adapting
- Alignment with the mission and values of **Mennonite Church Manitoba**
- Must adhere to **MCM's personnel policies**

Primary Responsibilities

Kitchen Oversight

- Assume overall responsibility for the kitchen and its daily operations
- Oversee food preparation to ensure meals meet quality, portion, and timing expectations
- Follow menus and recipes provided by the Food Services Coordinator
- Ensure the kitchen operates efficiently and safely

Staff & Volunteer Supervision

- Plan daily meal preparation and delegate tasks clearly
- Supervise and support kitchen staff and volunteers
- Foster a respectful, cooperative, and positive kitchen environment

Food Safety & Sanitation

- Operate kitchen equipment safely and appropriately

- Prepare and serve special diets with utmost care and attention to detail
- Monitor sanitation practices and ensure compliance with food safety standards
- Inspect work areas, equipment, and supplies for cleanliness and functionality
- Supervise daily and weekly cleaning schedules as set out by the FSC

Inventory & Coordination

- Maintain an ongoing inventory of food and kitchen supplies
- Communicate supply needs and concerns to the Food Services Coordinator
- Work collaboratively with other camp staff to support camp operations

Community & Camp Life

- Participate in camp programs as time and energy allow (e.g., interacting with campers during meals)
- Attend kitchen staff meetings, camp staff meetings, and devotions as appropriate

Employment Details

Term:

September through June; approximately 24-40 hours per week based on availability and seasonality of work.

Remuneration:

Hourly wage, based on qualifications and experience

Working Conditions:

- Workdays of 4-8 hours; standing for most of the shift
- Evening and weekend work will be required and is dependent on bookings
- Some heavy lifting required; assistance available

Accommodations:

On-site accommodations may be available (details provided during hiring process)

Additional Information

- Staff scheduling, menu planning and food ordering are managed by the Food Services Coordinator

Application Information

Inquiries should be directed to the **Director of Camps with Meaning**, Jody Godwaldt. Applications will be accepted until the position is filled.

Applicants should submit a résumé and references in confidence to:

assiniboia@campswithmeaning.org

For more information about Camp Assiniboia and Camps with Meaning, visit:

www.campswithmeaning.org