



Position Purpose: To provide nutritious, well-prepared snacks and meals to the campers and staff, and manage the kitchen team of staff and volunteers to provide food services. Also required to maintain the cleanliness of the kitchen, dishroom, and dining hall.

Essential Job Operations:

- 1) Daily operations of camp's food service
 - a. Prepare menu and food orders in consultation with Food Service Coordinator.
 - b. Prepare and cook food as the menu indicates; utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, fish, vegetables, salads, soups and gravies.
 - c. Prepare foods including washing, peeling, defrosting, etc. Bake cookies, muffins, etc.
 - d. Set up food, supplies, and utensils for dining hall distribution.
 - e. Store food and leftovers in accordance with Food Handler guidelines.
 - f. Prepare and serve campfire snack.
 - g. Alongside Food Service Coordinator; ordering and managing supply of all food and kitchen products.
 - h. Directing and managing kitchen volunteers
- 2) Assist in routine sanitation of the kitchen and related equipment.
 - a. Clean and maintain all food-preparation and storage areas.
 - b. Supervise the cleaning of prep, serving, and dining hall dishes.
 - c. Ensure that the dish room is kept clean and tidy, and that prep dishes do not pile up.
 - d. Reduce waste, reuse items, and recycle according to Nova Scotia Waste Management guidelines.
 - e. Check temperatures and record on a sheet posted on each refrigerator and freezer.
 - f. Ensure that the kitchen meets regulations and safety standards in accordance to Food Safety legislation.
 - g. Thoroughly clean the entire kitchen regularly (at least twice a week).
- 3) Assist in preparation and packaging of food for use outside the dining hall
 - a. Oversee food prep for any offsite camping trips.
 - b. Manage prep for Friday afternoon open BBQ for campers and their families.

Requirements/Skills

- At least 21 years of age
- Current Food Safety (Handler's) Certificate
- Previous cooking/kitchen experience is an asset
- Current CPR C and Standard First Aid
- Previous camp experience preferred
- Ability to work with children and adults
- Familiarity with current Canada Food Guide recommendations
- Flexibility to deal with changing schedules, picky eaters and meet special diets



Kitchen Coordinator

2026

Employment Details

Weeks of Work	14
Start Date:	May 20, 2026
End Date:	August 27, 2026
Extra Days:	May 29-30: Staff Training Weekend June 19-21: YES Camp June 26-27: LIT Training Weekend
Gross Salary	\$450/week

Other Responsibilities

- Prepare meals for up to 100 people at a time and serve and clean up after preparation.
- Supervise campers and staff in the preparation, serving, and clean-up of all meals and snacks
- Help maintain the organization and inventory of food supplies in the food storage areas
- Clean and close up the kitchen and fridges at the end of each week
- Work well with the Kitchen Assistant
- Must have food prepared at scheduled times
- Attend prayer times and Bible studies that are in accordance with Kingswood Camp's Statement of Faith
- Carry out other duties as assigned by Directors

Relationships/Accountability

Reports to: Camp Experience Manager, Executive Director
Peer Relationships: Food Services Coordinator, all Kingswood Camp staff
Internal Relationships: Camp staff, campers
External Relationships: Parents, food delivery personnel, Food Inspector