

Kiwanis Club of Windsor  
Sunshine Point Camp

**POSITION DESCRIPTION – ASSISTANT DIRECTOR FOOD SERVICES**

**Position Summary**

Reporting to the Camp Director, the Assistant Director Support Services is responsible for the provision of food and maintenance services at Sunshine Point Camp. The Assistant Director Support Services is also responsible to assist the Camp Director, as requested by Camp Director, in the development of a comprehensive Sunshine Point Camp Program for the duration of employment.

**Position Requirements**

- Responsible for the development of suitable menu, taking into consideration special diets/allergies, for campers and staff
- Safe Food Handling Certificate, or demonstrated experience, preferred
- Responsible for procurement of all necessary foodstuffs, keeping in mind budgetary constraints
- Proven supervisory and teamwork skills necessary
- High energy level
- Previous residential camp leadership experience preferred
- Desire to work with, and teach, children
- Current Police Clearance required
- Training in Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults preferred

**Position Responsibilities** (include but are not limited to)

- Preparation of all meals/snacks for campers/staff
- Maintenance of clean and orderly kitchen
- Supervision of and direction to, Kitchen/Maintenance Assistant
- Assist in planning, scheduling, implementation, and participation in all camp activities as requested by Camp Director
- Interaction with campers and dealing with problems as they arise
- Attendance at, and participation in, regularly scheduled staff meetings
- Maintenance of safe environment for campers and staff
- Assist Camp Director in ensuring camp is left clean, safe, and in good order at end of camping season
- Other duties as assigned by Camp Director or Camp Committee Chair

I acknowledge I have read and had opportunity to discuss this Position Description with the Camp Chair and confirm my ability and willingness to carry out these duties.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Camp Committee Chair