

Kiwanis Club of Windsor Sunshine Point Camp

POSITION DESCRIPTION – KITCHEN ASSISTANT

Please submit resume and cover letter to kiwaniscamp2018@gmail.com

About Sunshine Point Camp and the Kiwanis Club of Windsor

The Kiwanis Club of Windsor has been incorporated for close to 100 years and has been operating Kiwanis Sunshine Pont Camp since 1947. We are a service club dedicated to bettering the lives of children in Windsor and Essex County.

Kiwanis Sunshine Point Camp is a five day, overnight camp for children. It is located on Lake Erie at 955 County Road 50 East, forty-five minutes from Windsor, between Colchester and Kingsville. Our camp welcomes boys and girls over a seven week period beginning July 8, 2018. Five weeks are reserved for boys and girls ages seven to eleven. Weeks 3 and 7 are reserved for 12 – 14 year olds. Each camp period runs from Sunday afternoon till Friday afternoon. We financially subsidize those children who can't afford to attend and work closely with the Windsor Essex Children's Aid Society to identify children who would benefit from summer camp.

Work begins for our staff with orientation and training July 2 – 6. Our staff spend the weeks on site and may sleep in a campers cabin and in some cases in a staff cabin. Staff is responsible to bring their own toiletries and linens. Our staff joins our campers for all meals.

Position Summary

Reporting to the Assistant Director Food Services/Camp Cook, the Kitchen Assistant is primarily responsible for assisting Camp Cook in duties as assigned. This will include, but not be limited to, assisting in the preparation of meals, sweeping and mopping of kitchen and dining area floors on a regularly scheduled basis, strict garbage disposal, and cleaning dining washroom.

Position Requirements

- Teamwork skills necessary while demonstrating ability to work independently and unsupervised
- High energy level
- Desire to work with children
- Current Police Clearance for vulnerable sectors is required
- Preference given to those enrolled in a program and returning to school in the fall.
- A desire to assist and learn meal prep

Position Responsibilities (include but are not limited to)

- Assist Assistant Director Support Services as directed
- Assist in planning, implementing, and participating in all camp activities as requested by Camp Director
- Attendance at, and participation in, regularly scheduled staff meetings
- Participate in camp opening activities during orientation week.
- Maintenance of safe environment for campers and staff
- Assist Camp Administrator and Assistant Director Support Services 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