



## Prep Cook

YMCA Wanakita  
1883 Koshlong Lake Road  
Haliburton, ON K0M 1S0

**Salary Range:** \$15.00/hour

**Position Status:** Full-Time Seasonal Contract

**Placement:** June 14, 2021 – September 6, 2021

### Nature & Scope

Reporting to the Food Service Director or Lead Cook, the Prep Cook will work on-site at YMCA Wanakita in Haliburton Ontario.

The incumbent is responsible for providing the food services assigned to them with guidance from the Cooks, Lead Cooks and Food Service Director. The Prep Cook must be prepared to work in a fast-paced, high-pressure work environment, while maintaining the organizational ability to identify and act on job duties quickly and effectively. The Prep Cook must be prepared to work as a team member in a dynamic workplace and follow all safety procedures.

The successful candidate ensures that the camp dining halls provide a variety of healthy food selections in accordance with nutritional and/or special dietary requirements. They operate within specified nutritional guidelines and maintain quality service in a clean, safe environment.

### Responsibilities

- Adheres to established YMCA, Health Department and Ministry policies and procedures around menu planning, food preparation and storage.
- Assists with preparation of all food items as directed in a sanitary and timely manner.
- Assists with ensuring all special dietary needs are met
- Assists with adequate storage of all food and supplies, maintaining a running inventory of products
- Cleans and maintains station in practicing food safety, sanitation, organizational skills.
- Assists with other assigned tasks such as dishwashing, cleaning of kitchen facilities and receiving deliveries
- Provides friendly, prompt customer service
- Provides basic instruction to General Kitchen Helpers if required, under the supervision of a Cook, Lead Cook or Food Service Director

## Organizational Overview:

The YMCA of Hamilton/Burlington/Brantford offers programs and services including health, fitness and recreation, family and children's services, camping and outdoor education, youth leadership development, a men's residence located in the Hamilton Downtown branch and international development education.

YMCA Wanakita, located in the Haliburton Highlands on Koshlong Lake, is a four season YMCA Camp and Outdoor Centre affiliated with the YMCA of Hamilton/Burlington/Brantford. Situated 2 ½ hours north of Toronto on a beautiful forested 1000 acre site, Wanakita operates (for the 10 weeks in and around July and August) as a summer residential children's camp, a summer day camp and a summer family camp. From September to June, Wanakita operates as an Outdoor Education, Recreation and Retreat Centre for schools, colleges, universities, families, adults, businesses, clubs and other special interest groups. Wanakita currently serves over 150 different groups annually.

YMCA Wanakita maintains 130 buildings and has accommodation and dining for up to 700 people during the summer months and up to 250 in the winter; programs and equipment for swimming, canoeing, kayaking, sailing, cross country skiing, snow shoeing, high/low ropes courses, wilderness and environmental programs, crafts, performing arts and more. Wanakita offers outdoor experiences to over 13,000 participants annually. Currently employed are 12 full time staff members with seasonal staff support ranging from 14 - 180 employees. Over 250 volunteers a year are also involved in Wanakita's success.



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### **Responsibilities continued**

- Ability to lift up to 50lbs.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Stock cupboards and refrigerators.
- Remove trash and clean kitchen garbage containers.

### **Qualifications**

- Completion of a two-year cooking program is preferred
- Safe Food Handling certification
- Standard First Aid and CPR-C
- Working knowledge of Canada's Food Guide
- Minimum one-year of experience working in food services in a camp setting
- Satisfactory and current Police Records Check is a condition of employment
- Energetic and enthusiastic personality; responsive to needs of participants

### **Competencies**

#### **Commitment to Organization Vision and Values**

Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

#### **Concern for Health and Safety**

Acknowledges and understands how to manage and educate others of risk and harm reduction.

#### **Service Orientation**

Deliberately identifies and creates opportunities to enhance each and every individual's YMCA experience.

#### **Teamwork**

Actively builds teams and encourages open relationships for maximum organizational effectiveness.

#### **Quality Focus**

Ensures that YMCA programs and services are superior.

#### **Initiative**

Does the right thing at the right time without being asked.

#### **Communication**

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.

## **Accessibility:**

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Act (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate contacting our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.



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**Internal Applicants:**

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

Housing is available on site subject to availability. Wanakita's Room and Board rate is \$69.40 per week inclusive of shared cabin accommodation and meals. Living on site is not mandatory however the incumbent must be readily available and present during assigned shifts.

If you are interested in this position, please submit your letter of application and resume by **May 14, 2021** attention:

**YMCA Wanakita Hiring Manager**  
**foodservice@ymcahbb.ca**

**We thank all applicants, however, only those considered for an interview will be contacted.**



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