



**YMCA of  
Hamilton | Burlington | Brantford**

## **Food Services Assistant Director**

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

**Salary Range:** \$46,000.

**Position Status:** Full Time

**Placement:** Immediately

### **Nature and Scope:**

This is a full-time position reporting to the Food Service Director and is responsible for supporting/overseeing food management for all camp programs including management of two main kitchens, food service staff members and two main dining lodges. Tasty, healthy food is the foundation of our participants experience at camp. YMCA Wanakita serves children and youth, families and adult client groups in compliance with all health and safety regulations pertaining to food preparation and handling.

The successful candidate must ensure that the dining lodges provide a variety of healthy food selections in accordance with nutritional and/or restrictive dietary requirements within specified nutritional guidelines as well as quality service in a clean, safe environment. This position assists with the hiring, training and supervision of upwards of 23 seasonal staff and 3 full-time staff. This position is part of the senior leadership team of YMCA Wanakita. The Assistant Food Services Director must be readily available and present during peak season programs.

### **Responsibilities:**

- Assist the Food Service Director with Recruiting, training, supervising and retaining staff
- Oversee preparation of meals in accordance with established systems and legislated requirements
- Menu planning, update recipes and manage food costs in line with budget
- Ensure standardized portions are adhered to and food waste is kept to a minimum
- Ensure all special dietary needs are met
- Ensure adequate storage of all food and supplies, maintain
- Inventory
- Provide friendly, prompt customer service
- Ensure a high level of quality, cleanliness and safety in all food preparation
- Ensure food safety and that all staff follow safe food handling and sanitary procedures

## **Organizational Overview:**

As one of the largest charitable community service organizations in Canada, 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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#### **Qualifications/Experience:**

- Standard First Aid & CPR-C
- Current criminal reference check with VSS
- Minimum of 3 years experience working in food services in a camp setting preferred
- Completion of a 2 year cooking program is preferred
- Red seal certification is an asset
- Safe Food Handling certification is mandatory
- Supervisory experience
- Strong communication skills, both written and verbal
- Excellent customer service
- Energetic and enthusiastic personality; responsive to needs of participants
- Satisfactory and current Police Records Check is a condition of employment
- employment
- Basic proficiency in Excel, Word and Outlook

#### **Competencies**

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

Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA Hamilton/Burlington/Brantford

##### **Customer Focus**

Identifies needs and wants of members/participants as priority and responds in an effective and timely manner to enhance every person's YMCA experience.

##### **Leadership**

Ability to develop and direct performance of others to achieve desired results.

##### **Communication**

Ability to speak, write, listen, and secure information in a variety of settings.

##### **Self Management**

Ability to direct personal performance to achieve desired results.

##### **Teamwork**

Ability to work effectively with others to achieve optimal collective results.

##### **Flexibility/Managing Change**

Ability to know your environment, initiate and respond effectively to changing conditions.

##### **Values Diversity**

Appreciates that people with different opinions, backgrounds and characteristics bring a richness to the YMCA.

##### **Commitment to Health and Safety**

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

## **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 Acts (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:**

Housing is available on site subject to availability. Wanakita's Room and Board rate is \$85.25 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.

### **Apply Now**

**If you are interested in this position, please [CLICK HERE](#) to complete the Employment Application and follow the instructions for submitting your cover letter and resume.**

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



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