

## **The Opportunity**

### **Our Mission**

At the Saint Malo Catholic Camps and as part of the Catholic School of Evangelization, our mission is to provide impactful formation and creative opportunities to encounter the living Christ, the richness of the Catholic Church, and to live a life of vibrant faith proclaiming the Good News by word and witness. Over the last 30 years our camp ministry has served thousands of young people and helped lay a strong foundation of faith in their lives.

### **Our Team**

Our team recognises the great responsibility we carry in seeking to fulfil God's vision for our camp ministry, and we step forward to answer the call with a firm commitment to personal excellence and accountability to ourselves, each other, and to God. We recognize that working at camps is more than a job, but a calling to serve and to make an impact that will make a difference for generations to come.

### **About The Role**

In a spirit of prayer and service, the Head Cook will be responsible for planning, preparing and serving meals. Tasks include ordering, storing and preparing food, maintaining kitchen cleanliness, as well as supervising and training kitchen staff and volunteers. The kitchen must be thoroughly cleaned at the end of the camp season.

### **Job Description**

- Manage the kitchen, kitchen staff, and kitchen volunteers – includes cooking, ordering, serving, menu planning, dishwashing, and management of volunteer cooks
- Work with Assistant Cooks and Staff Counselors towards all goals
- Instructing counselors and campers on how to wash dishes and clean the dining room
- Train kitchen staff and volunteers on basic food handling
- Ensuring that staff and volunteer cooks respect safe food handling and cleanliness guidelines
- Ensure that kitchen staff and volunteers abide by other camp policies
- Report issues of concern to the Camp Coordinator who will see to staff/volunteer discipline
- Wash dishes and serve food only once meal planning, managerial tasks, and cooking are completed
- Provide feedback throughout the summer and evaluate staff and volunteer cooks
- Report weekly hours, if they are reduced from the standard 40 hours/week

### **Requirements**

- Bilingual an asset (French and English, written and oral)
- Adult over 18 finished high school

- Safe food handling certification
- Experience working in a kitchen environment for extended periods of time
- Experience with meal planning and food purchasing
- Ability to build and lead a team of peers
- Post-secondary training in theology, youth ministry, or related field an asset
- Experience in Catholic youth ministry an asset
- Experience in administrative work an asset
- Proficient with basic computer skills (Excel, Word, Outlook) required
- Ability to work full time June 15th, 2026 through August 21st, 2026 required
- Class 5 driver's license an asset
- Clean criminal record check and not on the child abuse registry

## **Position Details**

- Position starts June 15th, 2026 and ends August 21st, 2026
- \$17/hr. with a maximum of 40 hrs per week
- Free room and board when staying on site
- Full reimbursement for all approved work-related expenses
- Reimbursement for all mileage accrued for work-related travel

## **How to Apply**

All interested applicants are encouraged to apply as soon as possible. We will conduct interviews from now till early March, with the hopes of filling the position by April 1st. Please send your resume and cover letter to [director@catholicway.net](mailto:director@catholicway.net). Feel free to call us at 204-347-5396 if you have any questions about this role.