

Position Title: Red Wolf Food Coordinator (overnight)

Organization: The Pine Project

Location: Haliburton, Ontario

Position Type: Full-time, contract

Start Date: Sunday, July 23, 2023

End Date: Sunday, August 27, 2023

Hours: 37.5 hours a week Sunday to Saturday with scheduled days off

Compensation: \$22-\$25 per hour commensurate with experience



About the Pine Project

The Pine Project is Ontario's leading nature connection organization! We offer year-round nature connection programs for people of all ages in Toronto and the surrounding area, including Outdoor School, March Break programs, and highly sought-after summer camps. Each year we engage with over 1,500 children, teens, families and adults. Our programs foster confidence, competence, resilience and a deep relationship with nature in a way that is hard to achieve in more conventional learning environments.

By helping children connect to nature and teaching adults to do the same, we inspire children to respect, cherish, and care for the Earth. We are empowering the next generation of environmental stewards, problem solvers and leaders. Check out our website – pineproject.org – for more info.

Position Summary

The Pine Project is seeking a Food Coordinator to join our Red Wolf Overnight Camp staff team. Reporting to the Red Wolf Camp Manager, the Food Coordinator will be responsible for food planning, purchasing, packing, and tracking inventory. Unlike many overnight camps, the entirety of Red Wolf Overnight Wilderness Camp takes place in a backcountry setting, with campers living in tents, cooking for themselves over open fires, and living in harmony with the land. As such, this role is critical to ensuring the success of our camp. The Food Coordinator would live on-site in a lodge setting for the duration of the contract. If applicants have the ability to commute back and forth then staying on-site is not necessary.

This position is all about providing food and sustenance to our overnight staff and campers in order to advance our mission and vision of a world where healthy people care for themselves, others and the natural environment.

Key Position Responsibilities

- Engaging with the Pine menu plan, and contributing to menu planning and food purchasing for camp groups
- Actioning and overseeing food packing for camp groups
- Ensure appropriate quantities of food are available for camp groups
- Create food clean-up and re-stock systems for groups
- Ability to ensure all special dietary requirements are met
- Ensure all food is properly labeled
- Ensure a high level of quality, cleanliness, and food safety within the available facilities
- Follow safe food handling standards and sanitary procedures
- Creation and maintenance of organizational systems - ensure proper storage, maintenance and organization of food, ongoing inventory, rotating stock, etc.
- Coordinate with Camp Manager, Logistics Coordinator and staff to ensure food needs are met

- Drive program vehicles to and from program locations to local stores for necessary purchases
- Lifting heavy items up to 30 pounds
- Participate in staff training week and camp take-down weekend
- Act in the best interest of all campers and staff in attendance
- Willingness to continuously learn relevant knowledge and skills related to program content and curriculum
- Familiarize yourself with and abide by all policies and procedures including, but not limited to, the staff handbook and emergency plans
- Other duties as required

Requirements

- Up to date Police Vulnerable Sectors Check (or willingness to obtain prior to employment)
- Up to date Emergency First Aid and CPR-B or higher (or willingness to obtain prior to employment)
- WHMIS (Workplace Hazardous Materials Information System)
- Up to date Class G Driver's License with clean driving record
- Up to date Food Handlers Certificate
- Kitchen Experience (Management position preferred)
- Basic understanding of Excel to manage purchases and menu quantities

The Pine Project understands that the cost of certifications can be a barrier to accessing employment in the outdoor industry. If you identify as a member of a disadvantaged or marginalized group, or have faced other systemic barriers to accessing employment, we may be able to subsidize one or all of the required certifications.

About you:

- Enthusiastic, outgoing, and flexible
- Passionate about food
- Able and willing to work as part of a team
- Have good communication, time management, and organizational skills
- Identify with Pine's mission statement and core values
- Have a desire to further own naturalist/wilderness skills, mentoring techniques, and/or nature connection through professional development opportunities
- Strong problem solving skills and willing to work in a self-directed environment

It'd be great if you have experience in any of the following areas:

- Food planning and packing overnight backcountry trips
- Purchasing and menu planning
- Problem solving skills and able to work autonomously
- Experience with the Pine Project (e.g. volunteering, adult programs)

Application Procedure

There are two options to apply:

1. Submit a resume and cover letter to work@pineproject.org. Please refer to the "Red Wolf Food Coordinator" position in the email subject line.

Your cover letter should be about one page in length and include:

- Where you saw this job posting
 - Why you are interested in the Pine Project and the Food Coordinator role
 - A brief description of your relevant skills, experience and aptitudes
 - Applicants who do not meet all of the stated qualifications but have transferable skills, experiences or aptitudes are encouraged to apply and explain their relevance to the role in the cover letter.
2. Apply through our online portal here: <https://pineprojectstaff.campbrainstaff.com/>. The portal will take you through education and relevant work experience (similar to a resume) and ask the above questions (similar to a cover letter)

Applications will be reviewed on a rolling basis

While we thank all applicants for their interest, only successful candidates will be contacted for an interview. No phone calls please.

The Pine Project is an equal opportunity employer. We are committed to promoting equity and diversity within our workplace and greater community. We work proactively to develop a barrier-free selection process and inclusive work environment where team members feel empowered to express authentic ideas and experiences.

We welcome applications from all qualified applicants with an interest in advancing our mission, vision and values. We especially encourage applications from members of disadvantaged and marginalized groups, including those who identify as Black, Indigenous and People of Colour, persons with disabilities, women and/or LGBTQ2S+. If contacted for a job opportunity, please advise us of any accommodation measures required to enable you to be assessed in a fair and equitable manner. Information received will be addressed in confidence.