
ROLE DESCRIPTION:**WIDJIITIWIN SUPPORT STAFF**

Term:	Seasonal: Summer
Reports to:	Widjiitiwin Volunteer Coordinator (seconded to other staff as needed)
Enrollment Level:	Frontline

Role Description:

Support the daily operation of the Widjiitiwin program through the provision of support services, including food preparation (Maintain food quality and appearance as per the MBC/Widjiitiwin Guest Food Service standard, assist the Widjiitiwin Cook with prepping food, serving meals and clean up after meals. Handling food in a safe matter and maintaining food safety standards in the kitchen) and housekeeping (Regularly checking cabins, bathrooms and common areas to maintain a clean and hygienic environment throughout the week. Ensure proper implementation of operational standards as well as safety of all employees and guests).

Accountabilities:

- Maintain a clean and tidy kitchen including all cooking/baking equipment and dishes
- Assisting the cook and assistant cook in preparing breakfast, lunch, dinner and evening snack each day
- Ensure camper tables are set with cutlery, cups and napkins each meal
- Maintain food safety, handling of food in a safe manner with the health of all guests and staff in mind
- Weekend lost & found clean and volunteer cabin refreshes
- Daily clean and refresh of bathrooms, longhouses, common areas and tuck shop, as needed
- Support Captains with cleaning supplies inventory
- Daily laundry cycles for the kitchen
- Help to direct weekly housekeeping and kitchen volunteers as needed, in humility and excellent care
- Compliance with:
 - All relevant government regulations
 - The MBC Child and Youth Protection Policy (Working with children)
 - Staff Handbook policies and procedure
 - Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required

Qualifications:

- A solid work ethic, have some food service experience
- Willingness to learn in a fast-paced environment

Additional Requirements:

- Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;
- Quick on feet, quick responding and can handle crises.
- Able to liaison effectively with volunteers and program participants;
- A heart for influencing youth & young adults to be passionate followers of Jesus Christ.
- Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations
- Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.

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WIDJIITWIN SUPPORT STAFF

Working Conditions:

- Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision and ministry of MBC and Camp Widjiitiwin regardless of their role or position.
- You can expect to work 6 days per week
- You can expect to work 8+ hour days during camp weeks and to be on call 24/6 days a week for camp partnership weeks