



Job Opportunity with Educo Adventure School: Kitchen Coordinator

Educo Adventure School is looking for a dynamic, experienced and hard-working cook to provide healthy and delicious meals for students and staff and to manage an off-the-grid kitchen.

The Basics:

Job Term: Full-time April 25th – October 5th, 2017 (*this job can be shared, so if you are available for only a portion of this time, pls. contact us*)

Salary: \$100 - \$120 day (exact wage based on experience and certifications)

Start Date: April 25th, 2017

Location: Our beautiful off the grid, 160 acre site outside of 100 Mile House, BC. On-site accommodation is included.

Closing Date: March 31, 2017

Our Approach:

Educo Adventure School aims to offer more than just an outdoor classroom: we seek to create meaningful experiences for students to understand their emotional selves, to develop their personal sense of spirituality through a deeper connection to the natural world and to learn the intricacies of intimate teamwork. We learn experientially – hands-on! Educo offers opportunity for young people to disconnect from the digital world and to cultivate a sense of belonging in the wilderness as they journey through the mountains, forests, lakes and rivers.

Our Culture:

Educo Adventure School is a small organization with a rich history in youth work and community living. In a loving and supportive environment, we encourage each other to step beyond our preconceived limitations and to express ourselves fully and creatively. As a staff team, we work hard (and play harder), we work collaboratively, we value one another's contributions because they matter, and try to keep the big picture in mind. We see every day as an adventure to be seized!

If you prefer to work alone, dislike ambiguity, and adhere to a very strict schedule, then working with Educo Adventure School probably isn't right for you. But if you're looking for a fun, fast-paced, multifaceted, energizing and rewarding work environment that will push you every single day, then we want to hear from you!

Responsibilities:

The Kitchen Coordinator will work both independently and collaboratively with volunteers at times to prepare and serve delicious and nutritious meals for students and staff. With supervision and support from the Program Manager, responsibilities will include:

- **Meal Planning:** Plan nutritious and hearty meals, snacks and beverages for students and staff during courses and course prep days. Plan alternatives for students and staff with dietary restrictions and allergies.
- **Food Preparation & Cooking:** Prepare ingredients and cook meals for groups ranging in size from 12 people to 75 people in an off-the-grid kitchen.
- **Resource Management:** Track inventory of ingredients, kitchen supplies (cleaning and dishwashing supplies, utensils, etc) and site supplies (toilet paper, soap, etc). File timely orders with grocery supply company to replenish stock on a regular basis.

- **Budget Management:** Monitor food and site supply budget and make purchases within budget boundaries.
- **Relationship Management:** Communicate positively with vendors, local community partners, health authority inspectors, students and adult stakeholders (parents/guardians & teachers) about food arrangements, their nourishment needs and our nourishment capabilities.
- **Leadership:** Direct, supervise and mentor “Home Team” members (staff and volunteers who are off-program) when they are assisting in the kitchen. Act as Incident Commander in an emergency when the Program Manager and Executive Director are both off-site.
- **Reporting:** In coordination with the Program Manager, confirm actual numbers of students & teachers/parents/guardians attending the course and the number of dietary adjustment charges. Communicate these numbers to the office for final invoicing in a timely manner.

Required Certifications & Experience:

- Food Safe Level 1
- 2+ years experience in inventory, grocery ordering and budget management
- 1+ year cooking experience
- *Preferred: OFA level 3*

Your Fit:

- **You love working with people.** You are open and attentive to all individuals, internal or external to the organization. You are able to appreciate individuals for their diversity and uniqueness.
- **You love a challenge.** Working hard feeds you and you find innovative and effective ways to solve problems and make progress. You bring a light-heartedness to early mornings in the kitchen and tight food preparation timelines.
- **You communicate clearly.** You are decisive and communicate your decisions in a way that empowers the people with whom you work. You appreciate nuanced language that is inspirational and honest.
- **You balance organization and preparedness with adaptability.** You prepare and plan ahead for what you can so that you engage others in your goals and make the most of your time. You use ingenuity and innovation to be adaptive when plans change.
- **You strive for excellence.** You believe that if something is worth doing, it worth doing well – every single time.
- **You value self-care.** You practice stress reduction techniques (meditation, forest walks, exercise, etc). You can laugh at yourself and zany situations. You have the humility to ask for help when you need it.
- **You live outside the box.** You embrace the realm beyond your comfort zone and you believe in inviting others to do the same.

Application Process: Please submit one PDF file containing a resume (including references) and cover letter to info@educoco.ca by Mar. 31, 2017. If your application is short-listed, we will contact you by April 7 to arrange an interview date and time.



Educo Adventure School encourages applications from persons of diverse backgrounds and is an equal opportunity employer.