

# Provincial Ranger Camp: Blaze

## Quartermaster Position Description

### Position Description

---

#### **MISSION**

To be a catalyst for girls empowering girls

#### **Purpose**

To plan and prepare a healthy menu for Campers and staff in a camp setting, in accordance with Canada's food guide and allergies noted by staff.

#### **Accountability**

Blaze Lead and Blaze Responsible Guider

#### **Responsibilities:**

##### Pre-Camp

- To attend the pre-camp planning meeting
- Prepare the camp menu taking into consideration any food allergies of campers and staff
- Estimate quantities of food and cleaning supplies required at camp
- Prepare a grocery list necessary for camp
- Prepare menus for posting at camp
- Purchase groceries as economically as possible keeping within the camp food budget
- Complete any necessary pre-camp food preparation
- Arrange for deliveries of food and supplies as required
- Keep a running record of total food cost with receipts

##### Camp

- Prepare, with assistance, camp meals, including all staff meals
- Oversee proper storage of food and fluids
- Maintain cleanliness in the kitchen and food storage area
- Replenish supplies as necessary
- Report damage to or failure of equipment to the Lead
- Attend staff meetings as required

##### Post Camp

- Forward all remaining food and supplies following camp to Guide House or leave for next camp
- Oversee closing of all areas used by the Quartermasters
- Prepare a financial statement for all food and cleaning supplies, forwarding all receipts and money to Lead



- Prepare any other reports as required by Lead

### **Qualifications**

- Member of the Girl Guides of Canada, Guides du Canada
- Good organizational and communications skills
- Ability to delegate
- Good team building skills
- Positive and flexible attitude
- Hold food handler
- Good knowledge of the Canada's Food Guide

### **TERM**

The term of commitment will be approximately three months for the planning, execution and wrap up of camp(s).

