

Quest Quartermaster

Position Description

Revised and Endorsed: March 2023

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To plan and prepare a healthy menu for Quest Core Crew during a two day outdoor camp in accordance with Canada's food guide and allergies noted by staff.

ACCOUNTABILITY

Responsible Guider

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Pre-Camp:

- To attend the pre-camp planning meeting.
- To review all guidelines as outlined in Safe Guide.
- Begin preparing camp menus prior to the pre-camp planning meeting.
- Prepare the final camp menu taking into consideration any food allergies of 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:

- To adhere to ALL guidelines as outlined in Safe Guide.
- Prepare camp meals for core crew.
- Keep a station stocked with water, coffee and tea for staff throughout the event as agreed.
- 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 Responsible Guider.
- Attend staff meetings as required.

Post Camp:

- Forward all remaining non-perishable food and supplies following camp to Provincial Office.
- 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 Quest Lead.
- To assist with closing of the campsite.
- To prepare a final report of the camp and forward it to the Responsible Guider.



QUALIFICATIONS

- Member of Girl Guides of Canada-Guides du Canada.
- Good organizational and communications skills.
- Ability to delegate and follow instructions.
- Good team building skills.
- Positive and flexible attitude.
- Strong knowledge and practice of food handling and preparation.
- Must hold Food Handlers Certification.
- Sound knowledge of the Canada Food Guide.
- Must be 19 years of age or older at time of camp.

TERM

- The term of the position is to be for the planning stages and duration of the camp.

