Provincial Camp

Quartermaster

Position Description

**MISSION**

To be a catalyst for girls empowering girls

**Purpose**

To plan and prepare a healthy menu for Campers and staff for the planned time of the camp, in accordance with Canada’s food guide and allergies noted by staff.

**Accountability**

Camp Director and/ or Responsible Guider

**Responsibilities:**

Pre-Camp

* To attend the pre-camp planning meeting
* Begin preparing camp menus at the pre-camp planning meeting
* Prepare the final 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 shopping or 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
* Prepare, with assistance, patrol box/site ingredients
* Oversee proper storage of food and beverages
* Maintain cleanliness in the kitchen and food storage area
* Replenish supplies as necessary
* Report damage to or failure of equipment to the Camp Director
* 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 Committee Chair
* Prepare any other reports as required by the Committee

**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
* Strong knowledge and practice of food handling and preparation
* 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).

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