

Established April 2017, Rev Feb '23

Mission

To be a catalyst for girls empowering girls.

Purpose

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

Accountability

Camping Adviser and Spark Ember Camp 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 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 ingredients
- 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 Spark Ember Camp Responsible Guider.
- Attend staff meetings as required

Post Camp

- Forward all remaining food and supplies following camp to Guide House.
- 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 Spark Ember Camp Responsible Guider.
- Prepare any other reports as required by Spark Ember Camp Responsible Guider.

Qualifications

- Member of the Girl Guides of Canada, Guides du Canada
- Good organizational and communications skills
- Ability to delegate

CAMPING ADVISORY COMMITTEE
SPARK EMBER CAMP – Quartermaster
Position Description



- 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 of Commitment

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