



An operation of the CoastArts Association
Charitable Number# 139921563 RR0001

PHONE: 902.582.3842 EMAIL: mail@artscentre.ca

FACSIMILE: 902.582.7943 WEB: www.artscentre.ca

Box 190 / Canning / Nova Scotia / Canada / B0P 1H0

Executive Director: Ms. Chris O'Neill

Honorary Chair: Alex Colville, O.C.

Honorary Patron: Her Honour Mayann Francis,
Lieutenant Governor of Nova Scotia

Join our SummerArts Team! Picnic Coordinator

Summer at Ross Creek is the place to be! With hundreds of visitors over the summer, from 5 year olds discovering the world of art for the first time, to professional artists and audiences, it is a dynamic and exciting community. We take education and entertainment through the arts seriously, with a focus on creating a magical arts experience for all of our Ross Creek Community, from the small child coming for a day program to a professional actor living onsite for the summer to the audience member from overseas. You can be part of that, and have a fabulous summer laughing, making lasting friendships and making memories.

Ross Creek believes in providing locally produced, high quality, broad appeal food. We have a seasonal menu, which takes advantage of our substantial organic gardens, and we provide a great picnic for the public in advance of our theatre productions. We are looking for a picnic coordinator who will manage the making, selling and all aspects of creating a fabulous picnic experience for our public, and provide treats for our camp staff and the theatre cast and crew. The right person will be dynamic, interested in using local produce, love being part of a team and working with volunteers. The successful candidate must be able to work evenings and cater to dietary allergies and love working with the public as well as being extremely clean and organised.

Responsibilities and Duties:

- Work with administration to upgrade the picnic program
- Ensure that all kitchen and food service areas meet and or exceed the standards set out by Ross Creek and the Food Safety Section of the Department of Agriculture, ensuring all those under supervision do the same.
- Supervise or set up and clean up picnic area before and after each performance
- With senior staff, create a magical area for selling the picnics to create a positive and memorable experience for the public
- Sell and serve the public the picnics
- Wash all associated dishes
- Put together the dessert menus and bake when needed
- Assist in kitchen when required
- Promote and maintain RCCA policies and procedures
- Create and maintain a positive kitchen environment
- Supervise and mentor volunteers
- Maintain meaningful communication with RCCA kitchen, camp and theatre staff
- In conjunction with other staff, ensure cleanliness and safety of all areas
- Be an ambassador at all times for Ross Creek and Two Planks and a Passion

Requirements:

- Criminal Background & Child Abuse Registry checks
- Food handlers safety certificate
- Experience in a commercial kitchen or in making and or serving food for the public

Assets:

- Standard First aid and CRP class C certificates
- Experience working with youth and children

Position Details:

Work is onsite at the Ross Centre for the Arts, close to Canning, Nova Scotia. Work is **July and August, Tuesday – Sunday**, from 2:30 pm to 9:30 pm each day.

Salary:

Weekly salary to be negotiated, plus onsite meal plan and rustic cabin accommodations for the summer unless local.

To Apply:

Fill out summer staff form and submit with cover letter, resume and letter of reference to the address listed on form.



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Summer Kitchen Staff Application Form

1. Personal Information:

Name:		Phone		Cell	
Email					
Address:					
City:		Prov/State		Postal code:	

2. Position:

Paid Position:

<input type="checkbox"/> Assistant Camp Director	<input type="checkbox"/> Recreation Manager	<input type="checkbox"/> Camp Counsellor
<input type="checkbox"/> Camp Cook	<input type="checkbox"/> Assistant Centre Cook	<input type="checkbox"/> Picnic Coordinator
<input type="checkbox"/> Gardener Educator		

Volunteer Position:

(while there are not paid, they are treated as jobs and require a commitment and contract which sets out expectations and parameters)

<input type="checkbox"/> Camp Artist in Residence	<input type="checkbox"/> Junior Camp Counsellor	<input type="checkbox"/> Kitchen Hand
<input type="checkbox"/> Community Life Assistant	<input type="checkbox"/> Counsellor in training	<input type="checkbox"/> Gardener

3. Dates:

Camp operates both day and overnight sessions during the summer and paid camp staff must be able to work at both to be considered. Are you able to work the whole summer at overnight camp at minimum from June 25 to August 31 (annual contracts may vary)? Yes No

Are there dates that you require to be off for long standing events? Yes No

If yes, please list:

4. Education:

Please list any applicable education, especially at the post-secondary level.

INSTITUTION	PROGRAM	YEARS ATTENDED



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5. Training & Experience:

1. Have you attended a First Aid / CPR Training Course? Yes No
2. First Aid Level CPR Level Date
3. Do you have previous experience working in a kitchen?
 Yes No

Why would you like to work at Ross Creek? *(IF YOU REQUIRE ADDITIONAL SPACE PLEASE ATTACH ON A SEPARATE SHEET)*

What strong personal characteristics you would bring to the Ross Creek kitchen?

FOR YOUR APPLICATION TO BE CONSIDERED, YOU MUST INCLUDE:

1. **Completed Application Form**
2. **CV/Résumé**, highlighting artistic interests and experience with children
3. **A Letter of Reference** from an arts instructor, a previous employer or a community leader who can discuss your skills and why you would be good picnic coordinator.

Please mail, e-mail or fax your completed application to:

Camp Director

ROSS CREEK CENTRE FOR THE ARTS
BOX 190, CANNING, NOVA SCOTIA, B0P 1H0
education@artscentre.ca

Fax: 1-902-582-7943 Phone: 1-902-582.3842

All applications must be in our office by February 28 to be considered.

Arts • Passion • Wonder