



Job Title: Head Cook

Based at: Camp Hope

Reports to: Camp Hope Program Manager

Status: Full-time permanent - year-round

Compensation: \$37,000–\$50,000 depending on experience, meals during camp season, extended health benefits, and the opportunity to invest in the lives of children and youth.

Start Date: April 1st, 2026

OUR MISSION

Because of the life-changing gospel of Jesus Christ, Hope Mission exists to serve the physical, emotional, and spiritual needs of those in search of help, healing, and hope.

Job Summary:

The Head Cook oversees all food services at Camp Hope, including year-round menu planning, ordering supplies, preparing meals for camps and retreat groups, and supervising kitchen staff and volunteers. During the summer season, the Head Cook leads food service operations for up to 300 campers and staff. Camp Hope has recently completed construction of a new commercial kitchen, and the Head Cook will play a key role in equipping, organizing, and establishing systems for this new space.

Camp Hope is located on 100 acres of forested land along the Elbow River, 20 minutes west of Calgary. We offer 5-day overnight camps for children and youth ages 6–17, with activities including archery, challenge courses, bike trails, survival activities, wide games, and more.

Job Responsibilities:

Spiritual Leadership

- Build meaningful relationships with children, youth, and staff.

- Communicate the Gospel message through both words and actions.
- Model and uphold Camp Hope's values and pillars, mentoring staff in Christ-like leadership.

Kitchen Setup & Development

- Help equip and organize Camp Hope's newly built commercial kitchen for full operation.
- Identify and order essential kitchen equipment, smallwares, and storage supplies.
- Organize workspaces, storage areas, and food systems to support efficient meal preparation.
- Develop systems for inventory management, food storage, and kitchen workflow.

Year-Round Responsibilities

- Plan menus that follow Canadian Food Guide guidelines and serve both summer camps and off-season groups.
- Prepare and submit purchase orders through Hope Mission's purchasing department.
- Maintain inventory and monitor freshness of food supplies in pantries, refrigerators, and freezers.
- Ensure kitchen equipment, supplies, and workspaces remain clean, safe, and in good working order.
- Lead and assist with meal preparation to ensure food is served efficiently and on time, typically buffet style.
- Prepare meals for other Hope Mission locations when needed, including coordinating packaging and transportation.
- Ensure daily closing routines and scheduled weekly, monthly, and annual cleaning tasks are completed.
- Maintain sanitation standards and required cleaning and maintenance records.

Summer Responsibilities

- Lead kitchen meetings and devotions.
- Schedule staff breaks and organize kitchen workflow.
- Train and supervise kitchen helpers and volunteers to ensure safe and efficient food preparation.

- Communicate regularly with Camp Leadership regarding food services.
- Complete end-of-summer staff evaluations.

Safety and Security

- Report damaged equipment, injuries, or other safety concerns.
- Help identify and address OH&S, AHS, and WHMIS safety requirements.
- Communicate any health or safety concerns regarding campers or staff to Camp Leadership.

Off-Season and Organizational Support

- Assist with off-season programs, including school programs, retreats, rentals, and fundraising events as needed.
- Attend staff meetings, Hope Mission events, and organizational planning sessions.
- Participate in staff training, Bible studies, prayer meetings, and staff functions.

Qualifications:

- Must be 21 years of age or older.
- High school diploma or equivalent.
- Minimum 1–2 years of experience cooking in a high-volume kitchen environment.
- Basic knife skills and familiarity with commercial kitchen equipment.
- Strong organizational and time-management skills.
- Strong communication, de-escalation, and conflict resolution skills.
- Experience with menu planning and large-group meal preparation.
- Experience with inventory management and purchasing.
- Ability to lead and supervise staff and volunteers in a kitchen environment.
- Ability to communicate effectively with children, youth, volunteers, and staff.
- Physically capable of lifting up to 50 lbs, standing for extended periods, and working in a fast-paced kitchen environment.
- Knowledge of child and youth development and recreation programming.

Certifications:

- Alberta Health Services Food Safety Basics certification (or willingness to obtain).

- WHMIS certification (or willingness to obtain).
- Current First Aid/CPR certification (or willingness to obtain).
- Valid Driver's License.

Other Requirements:

- Must have a passion for working with youth and children.
- Must be able to work weekends and maintain a flexible schedule, particularly during summer camp programs and events.
- Being a Christian Organization, we require our employees to be in agreement with and sign the Hope Mission Statement of Faith.
- *Cover letter stating why you would like to work in a Christian organization.*
- Must be legally entitled to work in Canada on a full-time basis.
- Able to provide Criminal Record Check and Vulnerable Sector Search and a Child Intervention Record Check
- Adherence Hope Missions Policies and Procedures.
- A letter of reference from a ministry or church is an asset

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

How to Apply

To apply, please send:

1. Resume and
2. *Cover letter stating why you would like to work in a Christian organization.*

to hr.connect@hopemission.com

Contact Details

Human Resources, People & Culture Manager

hr.connect@hopemission.com

Hope Mission, 9908 106 Avenue NW, Edmonton, AB

(780) 422-2018