



KITCHEN HELPER AND ADMINISTRATIVE ASSISTANT

This hybrid position involves assisting with kitchen duties as needed, as well as general help in the office. There is opportunity to learn all the skills we teach (whitewater canoeing) and to go paddling, backpacking, climbing, biking etc. in the mountains on your days off. This is a great summer job for anyone who loves the outdoors! Our camp is located in a remote location (24km west of Rocky Mountain House).

POSITION DATES: April 30-August 31, 2022.

WAGE: Based on qualifications and experience. Room and board provided.

KITCHEN DUTIES:

- Assist with food preparation as needed
- Ensure adequate storage of food supplies
- Ensure food waste is kept to a minimum
- Maintain sanitary conditions and follow food safety procedures
- Maintain neatness and cleanliness of work area
- Complete daily kitchen clean-up as required
- Do the occasional grocery run to Rocky Mountain House or Red Deer
- Help with general camp clean up, including but not limited to: bathrooms, dining hall, students and teachers' cabins
- Maintain friendly atmosphere with co-workers

ADMINISTRATIVE DUTIES:

- Answering phone calls
- Handling customer inquiries
- Minor accounting
- Helping load/unload canoes and assisting with shuttles

REQUIREMENTS:

- Experience in the food service industry is a bonus
- Driver's license
- Food safety training (if you do not have a food safety certification you will be required to take a course prior to working with us)
- Evidence of clear criminal record check

To apply, please send your resume and cover letter to Annabelle Oung at info@helaventures.com by February 15, 2022.