

White Lake Limited Partnership Camp Manager in Training

WHO ARE WE?

We've been serving Canadian clients for over 75 years. The companies that began independently and now form Dexterra Group have an outstanding record of supporting the infrastructure and built assets that play a vital role in our society and helping our clients achieve higher performance and productivity. Powered by passionate people, we bring the right teams with the right skills together – offering both experience and regional expertise so companies can operate their day to day, confidently and successfully.

WHAT'S THE JOB?

The Camp Manager in Training will work directly with an experienced Camp Manager to learn the necessary skills and requirements over a 24-week period for becoming a Camp Manager in a remote camp.

Key Responsibilities:

- Working with the culinary team to develop menus in accordance with the scope of work
- Oversight of housekeeping and janitorial departments (dividing workloads, record keeping, etc.)
- Responsible for weekly food ordering and forecasting consumable requirements.
- Responsible for filling out weekly report with accurate expenditures, camp occupancy, and labour numbers.
- Approving timecards through ADP Time & Attendance.
- Developing order guides through company vendors.
- Monthly inventory count of all consumable items on site (food, paper, chemical, and uniforms).
- Participating in the company quality program through FTQ360 and ensuring that participation remains above 85% on a weekly basis.
- Managing training records for all employees on site.
- Delivering on the job training to new employees.
- Ensuring that all food products are dated, rotated, and disposed of based on FIFO standards and adhering to the company HACCP programs.
- Maintaining a safe workplace in accordance with all government regulations (postings, paperwork, toolbox talks, etc.)

Development Plan:

Weeks 1 – 6

- Introduction to company systems, policies, and procedures through Mydexterragrouplearning.com
- Site specific training as required
- Training on CUBE HSE software on how to complete an incident report
- Training on ADP payroll software on how to enter, approve, and edit timecards for employees
- Training on NetSuite Financial Application software on how to enter, approve, receive purchase orders, invoices, and services
- Training on FTQ360 and quality program
- Training on internal reporting requirements (daily, weekly, monthly)
- Contract review including scope of work and contractual obligations
- Training on conflict resolution and disciplinary actions with Human Resources Advisor
- Working under the supervision of the Camp Manager
- Complete Food Safety Training



Weeks 7 - 12

- Create 10 – 15 purchase orders as required
- Receive 10 – 15 purchase orders as required
- Completing internal daily report
- Completing internal weekly report
- Completing monthly HSE reports and reporting requirements
- Enter the month end inventory into the relevant company documents / systems
- Complete an incident report with the assistance of the HSE coordinator
- Complete a weeks' worth of FTQ audits and send the report to the client and internal quality manager
- Divide workloads for housekeeping each day
- Training on Gordon Food Service ordering tool – learn how to create order guides, inventories, and par levels
- Participate in menu planning and development with Chef
- Approve, review, and edit timecards as required daily
- Completing some tasks independently, but with Camp Manager on site for mentorship
- Complete JHSC training

Weeks 13 - 18

- Complete month end inventory under the supervision of the Camp Manager
- Participate in LDR leadership training (3-day program)
- Introduction to schedule management and travel management with Workforce Logistics team
- Introduction to Smart recruiters and hiring process
- Running reports on Netsuite related to vendor payment and outstanding purchase orders or invoices
- Coding purchase card receipts as required
- Running payroll reports on ADP for the completion of the weekly operations report
- Running toolbox talks each morning
- Run reports in camp management software, identify trends, and recognize how these affect operations
- Work with hourly employees on training requirements and provide mentorship
- Deliver disciplinary action to employees (supervised by Camp Manager)
- Completing all tasks independently, but with Camp Manager on site for mentorship

Weeks 19 - 24

- Completing ordering, inventory, and editing order guides as required (unsupervised)
- Completing all daily, weekly, monthly reports
- Leading by example to all hourly employees
- Dealing with client complaints and resolutions
- Dealing with interpersonal employee conflict
- Setting and attending meetings with the client
- Completing all payroll activities
- Completing all Netsuite activities
- Completing all HSE activities
- Completing all administrative activities as it relates to room bookings and assignments
- Participating in the Global Safety and Quality Call as required
- Hosting monthly team talks with the group
- Working independently with Camp Manager on call in case of emergency





WHO ARE WE LOOKING FOR?

- Working knowledge of Microsoft Office Suite (Office365, SharePoint, Excel, etc.)
- Must have an acceptable Criminal Records Check
- G licensed driver required and acceptable drivers abstract
- Preference will be given to Pic Mobert Band members and Pic Mobert Band Members are strongly encouraged to apply
- Acceptable pre-employment drug and alcohol screening is required
- Education or experience in Food and Beverage or Hospitality Management considered an asset
- You have the ability to:
 - Lift, carry, push, or pull up to 50 lbs
 - Climb ladders or stairs
 - Stand, walk, squat, kneel or sit according to task for extended lengths of time
 - Perform repetitive hand work requiring full use of both hands
 - Perform work with arms at full length
 - Work with arms above shoulder height

WHAT’S IN IT FOR YOU?

- FREE meals and FREE accommodations while on site!
- Your own PRIVATE room with cable TV and Wi-Fi across site
- We will pay YOU up to \$2000 for anyone you refer to us that is hired (there is no limit – refer as many people as you would like!)
- You will receive medical and dental benefits
- Excellent work-life balance
- Opportunity to learn new skills and move-up in positions

Work Schedule and Remuneration:

Schedule can be flexible based on the successful candidate’s schedule (14 days on/14 off, 7 days on/7 off or 5 days on/2 days off). They may be expected to work weekdays, weekends, and general holidays.

Specific pay details are discussed at the interview phase.

Dexterra Group is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, Indigenous status, or any other legally protected factors. Disability-related accommodations during the application process are available upon request.

Please submit resume to Annette Currie mining@whitelakelp.ca



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