

General Manager, Camp Services

Job Title: General Manager, Camp Services
Status: Full Time, Permanent
Location: Dease Lake (with travel to remote camps)
Supervisor: Chief Executive Officer
Start Date: As soon as possible
Closing Date: Until Filled

The General Manager, Camp Services is responsible for the health, safety and effective management of the catering and camp services division of Tahltan Nation Development Corporation (TNDC), which includes food, housekeeping and janitorial services.

The position includes overall responsibility for managing contracts that are awarded to TNDC, as well as working with our partner Sodexo to jointly manage contracts that are awarded to the TNDC-Sodexo partnership.

This is a full-time salaried position.

Duties & Responsibilities

- Work with other personnel, the safety department, clients, Sodexo and other stakeholders to ensure that health, safety and environmental standards are followed and achieved.
- Manage the hiring of chefs, bakers, cooks, housekeepers, janitors, administrators and other personnel.
- Manage the relationship with Sodexo, TNDC's partner.
- Prepare effective budgets, costing, and contract proposals.
- Ensure training goals are met for management and staff.
- Manage personnel, together with onsite management.
- Ensure the company is presented in a professional and service-orientated manner to all clients, partners and other stakeholders.
- Coordinate logistical support to ensure all contracts and operations are effectively resourced and managed at all times.
- Manage the maintenance and upkeep of TNDC's Dease Lake facility and other properties.
- Other duties and responsibilities as required.

Education & Experience

- Customer-focused with the attitude and capability to do what it takes to get the job done.
- Relevant qualifications and/or experience in hospitality, food services, operations and/or management with at least 10 years of relevant experience.
- Preparing and submitting budget estimates.
- Proficient in Microsoft Office applications, including Word, Excel and Outlook.
- Planning and preparing schedules.
- Developing and implementing quality control programs.
- Negotiate contract terms with vendors.

- Preparing reports as required.
- Developing operating procedures and communication protocols.

Management Skills

- Organize and prioritize workload.
- Manage time effectively to meet deadlines.
- Pay strict attention to detail and accuracy.
- Maintain accurate and comprehensive records.
- Exercise tact and diplomacy.
- Exercise initiative and good judgment.

Interpersonal Skills

- Communicate effectively; both written and verbal.
- Respond to inquiries in a professional manner.
- Work independently and cooperatively as part of a team.
- Maintain strict confidentiality.
- Work under pressure and effectively manage stress.
- Interact effectively with all employees and stakeholders.
- Foster trust and acceptance in the community.

Working Conditions

This position is based in Dease Lake, with the requirement for regular visits to job sites, with overnight stays as required. Travelling to remote sites may involve travelling and working in adverse weather conditions. A willingness to work evenings and weekends during peak or critical work periods is required.

Conditions of Employment

- Valid class 5 drivers license.
- Willingness to sign an Oath of Confidentiality.
- Completion of a criminal record check as requested.
- Willingness to work occasional overtime during peak or critical work periods.

How to Apply

Please send your cover letter and resume to communications@tndc.ca (in MS Word or PDF format) or via fax to **250.771.5454**. Only applicants selected for an interview will be contacted. **Tahltan members are encouraged to apply.**