



**Support, every step of the way**

**JOB POSTING**

**Job Title:** Sous Chef **Job Posting #:** 854  
**Program:** Wesley Centre  
**Posting Date:** September 14, 2017  
**Status:** Relief, Union

**Purpose:** Under the direction of the chef prepare meals for the Meal Program, assist in the overall running of the program and provide leadership to those involved in food preparation.

**Duties:**

1. Act as a role model for staff by demonstrating a positive attitude necessary to meet the goals and standards of the Meal Program;
2. Prepare meals according to the prescribed menu under the direction of the Chef;
3. Identify and ensures that all food within the program is used efficiently
4. Read food orders/receive verbal instructions on meals and preparing accordingly
5. Follow basic recipes and/or product directions for preparing, seasoning, cooking, tasting, carving and serving soups, meats, vegetables, desserts and other foods
6. Prepare food by operating a variety of kitchen equipment, measure/mix ingredients, washing, peeling, cutting, and shredding fruits/vegetables, trimming and cutting meat, poultry, or fish for culinary use
7. Tasting products, reading menus, estimating food requirements, checking production and keeping records to accurately plan production requirements, supplies, and equipment
8. Maintain a clean and sanitized work station and following all organization and regulatory rules and health/safety procedures including cleaning dishes, kitchen equipment and storage of food
9. Provides input into weekly menus to ensure the best use of resources while following the Canada Food Guide as required
10. Demonstrate new cooking techniques and equipment to staff.
11. Orients staff and volunteers to kitchen tasks and activities
12. Works with volunteers and staff in a team approach.
13. Effectively manage daily production goals as well as food, waste and inventory
14. Welcome and interact with those accessing the Day Centre and be available and approachable.
15. Participate in Unit/staff meetings.
16. Use strong time management skills and attention to detail to complete jobs
17. Other duties as assigned.

**Qualifications**

1. Graduate from a recognized cooking school with a diploma in Culinary Skills, Chef Training or equivalent:
2. Must be working towards completing Journeymen or Red Seal Certification
3. Minimum 3-5 years of operational experience in a high volume kitchen.
4. Strong knowledge of best practices and all applicable standards and legislation related to the food industry.
5. Must have ability to work with marginalized persons.
6. Must be willing to instruct others in cooking skills.
7. Good public relations and communication skills
8. Ability to work to deadline
9. Non-violent crisis intervention and 1<sup>st</sup> Aid/CPR training.
10. Knowledge of applicable legislation and regulations.
11. Safe Food Handling and Smart Serve Certificates.

### **Competencies**

#### **Customer Service**

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

#### **Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

#### **Commitment**

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Please send resumes to: [hr@wesley.ca](mailto:hr@wesley.ca)

For further information about this and other programs offered by Wesley Urban Ministries please refer to our website at [www.wesley.ca](http://www.wesley.ca).