



Support, every step of the way

EXTERNAL JOB POSTING

Job Title: Chef

Program: Wesley Food Services

Posting Date: April 13, 2018

Status: Full-time; permanent; union

Job Posting #: 949

Effective Date: A.S.A.P.

Posting Closing: April 20, 2018 @4PM

Purpose: To oversee all aspects of the Wesley Meal Program including the ordering of supplies, menu and recipe planning and creation, staffing, training and cooking. To streamline and manage all inventories, both donated and ordered across multiple storage locations. To create, support, and mentor within our social enterprise, (an a la carte café), to enhance the guest experience while also forwarding the profile and contribution of the program to the organization.

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 and cook foods of all types, either on a regular basis or for special guests or functions.
3. Coordinate planning, budgeting, scheduling and purchasing for all the food operations within establishment.
4. Meet with vendors and sales representatives in order to negotiate prices and order supplies.
5. Collaborate with other personnel to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and the likely number of customers
6. Instruct cooks and others in the preparation, cooking, garnishing, and presentation of food.
7. Determine how food should be presented, and create decorative food displays.
8. Determine production schedules and staff requirements necessary to ensure timely delivery of services.
9. Estimate amounts and costs of required supplies, such as food and ingredients.
10. Inspect supplies, equipment, and work areas to ensure conformance to industry standards.
11. Monitor sanitation practices to ensure that employees follow standards and regulations.
12. Order or requisition food and other supplies needed to ensure efficient operation.

13. Recruit and hire staff, including cooks and other kitchen workers.
14. Analyze recipes to ensure a nutritious and diverse menu.
15. Arrange for equipment purchases and repairs.
16. Meet with consumers to discuss menus.
17. Check the quality of raw and cooked food products to ensure that standards are met.
18. Monitor the inventory of all received products.
19. Demonstrate new cooking techniques and equipment to staff.
20. Record production and operational data on specified forms.
21. Plan, direct, and supervise the food preparation and cooking activities of multiple kitchens or restaurants in an establishment such as a restaurant chain, hospital, or hotel.
22. Ensure safe storage, inventory of donated and purchased food.
23. Other duties as assigned.

Qualifications

1. Graduate from a recognized school with a diploma in Culinary Skills, Chef Training or equivalent:
2. Must have completed Journeymen or Red Seal Certification
3. Minimum 5 years of operational oversight 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. Non-violent crisis intervention and 1st Aid/CPR training.
8. Knowledge of applicable legislation and regulations.
9. Safe Food Handling and Smart Serve Certificates.
10. Experience in large quantity food, catering and special event preparation
11. Working knowledge of Microsoft Word, Outlook and Excel an asset;
12. Ability to work to deadline;
13. Flexibility to work early morning, evening, and weekends.

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

Interested candidates should send resumes to: hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca. Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at hr@wesley.ca