

**Caldwell Family Centre**  
**Job description**

**Job title:**

Chef

**Hours of Work:**

35 hours a week, flexible

**Reports to:**

Manager of Food and Nutrition

**Salary Range:**

\$21 to \$25 an hour depending on experience

**Overview:**

- The position of *Chef* is responsible for creating healthy meal menus and overseeing food preparation. In addition, the Chef may be required to act as Assistant Food Manager in their absence at the request of the Manager of Food and Nutrition.

**Responsibilities include:**

- Setting up the kitchen with cooking utensils and equipment
- Developing recipes based on food in the food bank
- Preparing meals in a timely manner
- Delegating tasks to staff and volunteers in the kitchen
- Supervising all cooking
- Monitoring food stock and adjusting menus as needed
- Checking freshness of food and discarding out-of-date items
- Experimenting with recipes using food bank food and developing new dishes
- Ensuring compliance with all health and safety regulations in the kitchen
- Ensuring the kitchen facilities and equipment are cleaned after use
- Supervising meal service, and providing meal service as necessary
- Teaching cooking methods as necessary to after school, March Break, and PD Day program participants
- Providing feedback and suggestions on creating more efficient and effective procedures in the kitchen

**Qualifications:**

- Proven work experience as a Chef or Cook, preparing meals for 100 to 150+ people at a time
- Culinary school diploma preferred
- Hands-on experience with various kitchen equipment
- Advanced knowledge of culinary, and baking techniques
- Leadership skills
- Ability to remain calm and undertake various tasks
- Excellent time management abilities
- Up-to-date knowledge of cooking techniques and recipes
- Familiarity with sanitation regulations
- Respect for confidentiality at all times
- A strong commitment and work philosophy
- Successful Police Record Check
- Outstanding verbal and interpersonal skills, with the ability to communicate cross-culturally and relate to a broad range of people with varying English language levels
- Reliability and flexibility
- Experience working with people living in a high-risk, low-income environment is an asset
- Ability to maintain a positive, optimistic and non-judgemental attitude, respecting the beliefs and culture of all clients, staff, volunteers and placement students
- First Aid/CPR certificate