

Job Posting

#21.76 KITCHEN SUPERVISOR

Capital City Centre

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview:

Reporting to the Manager of Food Services, the Kitchen Supervisor will be responsible for all areas of running the kitchen including, food preparation and cooking of appetizing and nutritious meals, menu planning, budgeting and purchasing of food items. They will also be required to monitor and enforce health and sanitation standards as set by provincial and federal regulations.

Duties and Responsibilities:

- Take responsibility for daily shift operations, including preparation, cooking and presentation of regularly scheduled meals.
- Daily supervision of kitchen staff.
- Scheduling, filling in for shortages.
- Prepare purchase orders of foodstuffs on a regular scheduled basis.
- Maintains records of expenditures as directed, prepares brief reports as required.
- Supervise and participate in washing, drying and re-shelving kitchen utensils and dishes.
- Ensures all food service equipment, supplies and work areas are maintained and sanitized in compliance with health standards
- Maintains a safe and hazard-free working environment
- Inspects and maintains food quality, handling, and safety standards
- Monitor to ensure proper receiving, storage and rotation of food product so as comply with health department standards, including coverage, labeling, dating and placement of items in correct containers to avoid cross contamination.
- Conduct performance evaluations for kitchen staff.
- Ability to work at various other OPS sites – sharing menu ideas and staff shifts.
- Other related duties as assigned.

Qualifications:

Education and Experience:

- Post-secondary education in culinary or related studies is preferred
- Food Safe Certification is preferred.
- 3 years senior cooking experience, including cooking for medium - large groups will be an asset.
- 3 years of senior kitchen supervision experience and food management is an asset.

Skills and Abilities:

- Demonstrates a strong knowledge of food, preparation, cooking and serving techniques.
- Passionate, creative, dynamic, and highly motivated.
- Highly responsible and reliable.
- Proven leadership skills and the ability to train and develop individual and team kitchen workers.
- Ability to effectively deal with community members some of whom will require a high level of patience, tact, diplomacy, including ability to resolve conflicts.
- Physical abilities to perform the duties of the job.
- Ability to communicate effectively both verbal and written.
- Ability to organize work.
- Ability to operate related equipment.
- Excellent time management skills.
- Able to maintain a neat, clean and well-groomed appearance

Working Conditions

Shifts: Mon to Fri, Days, Full Time – 37.5 hours per week,

Compensation: **\$23.46 to 26.52 per hour.**

Benefits: 3 weeks' vacation. Excellent full employer paid benefits after successful completion of 3 months of full-time employment.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Friday September 17, 2021 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #21.76 – Kitchen Supervisor - CCC" in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.