

Job Posting

#25.41 KITCHEN SUPERVISOR

New Roads Therapeutic Recovery Community

See Below for Shift Details

Only open to self-identifying female applicants as approved by the BC Human Rights Commission

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and 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.

In collaboration with the Food Services Manager, the Kitchen Supervisor, also has an opportunity to create a unique *Work as Therapy* program, working with and instructing residents in the New Roads Therapeutic Recovery Community (TRC) toward skills that will serve them as they move into formal training and/or reintegrate into the community.

Duties and Responsibilities:

- Take responsibility for daily shift operations, meal planning, preparation, cooking, and presentation of regularly scheduled meals.
- Prepare special diets as required, in accordance with medical advice.
- Plan monthly menus utilizing high recovery based dietary principles with special reference to the needs of the residents.
- Prepare purchase orders of foodstuffs on a regular scheduled basis.
- 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.
- Plans and develops the work as therapy program in consultation with the Supervisor. Plans and implements program activities such as the growing of vegetables, on-site greenhouse and tending of chickens.
- Ensures program delivery is consistent with the Therapeutic Recovery Community vision and formulates program policies and procedures in consultation with Supervisor.
- Oversee the day-to-day operation of the kitchen and the work as therapy program by ensuring that the necessary facilities, equipment are in place and all program policies and procedures and standards are followed.
- Supervises program participants by performing duties such as assigning work, providing feedback, and conducting performance/evaluation reports on the participant's progress and performance.
- Schedules program participants to ensure they are fulfilling their duties and responsibilities in the work as therapy program and ensuring the kitchen requirements are met.
- Supervision of the program participants requiring a high degree of mental demands by adapting training techniques and a variety of methods due to the nature of the program working with participants that are early in their recovery stages and can present with a large variety of behaviours and issues.
- Orients and determines the need for volunteers and provides training to all volunteers or practicum students.
- Provides program expenditures and assists in the budgeting process with the Supervisor for the program and overall food budget for the entire centre of 40 residents and over 25 staff. Provides reports to supervisor as required.
- Have awareness of critical incident report procedures and follow all health and safety policies and procedures.
- Develops community partnerships with local community groups/businesses to better utilize local food products by attending community events and providing information about the program and facility.
- Works alongside and provides leadership, support, and training to volunteers in their roles serving family members/residents for OPS.
- Other related duties as assigned.

Skills and Abilities:

- Ability to create menus and cook nutritious, well-planned meals.
- 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.



Hope and Belonging

- Proven leadership skills and the ability to train, coach and develop Kitchen workers through the work as therapy program.
- Ability to communicate effectively both verbal and written.
- Ability to organize work.
- Ability to operate related equipment.
- Excellent time management skills

Qualifications:

Education and Knowledge:

- Post-secondary education in culinary or related studies.
- Food Safe Certification Level 2 is required.

Training and Experience:

- Three (3) years recent related experience including one (1) year supervisory or administrative experience.

Or an equivalent combination of education, training and experience.

Working Conditions

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Shifts: Full time, Monday to Friday, 9:30am to 5:30pm. May be required to work weekends and/or holidays.

Compensation: \$33.77 to \$38.77 per hour.

Benefits: Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position requires union membership.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 3pm on Tuesday, March 18, 2025, to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #25.41 – Kitchen Supervisor – New Roads" in the subject line.



Hope and Belonging

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.