



Job Profile: Head Chef

Job Description

As Head Chef, you will be responsible for performing a variety of tasks associated with food preparation in accordance with Alberta Government and Alberta Health Services standards and procedures. As the Camp Cook you will be a lead during your shift in the kitchen and performance management of Cook Helpers and Camp Attendants will be required to ensure the functioning of our commercial kitchen along pre-set guidelines and menus. You will report to the Operations Manager and work closely with that individual.

Identification

Position	Head Chef
Department	Kitchen
Area	Kitchen, Pavilion and Jack Muza
Salary	\$17.50-\$25.00
Benefits	After 3 months
Reports to	Operations Manager

Key Functions

The team member will be required to collaborate with other members of the kitchen staff to effectively run our kitchen. Expertise at maintaining kitchen equipment and ensuring food quality is essential. Other responsibilities and duties of our Head Chef include, but not limited to:

- Lead in the preparation and control the food preparation process and any other relative activities for food service at the Goldeye Centre
- Inspecting work areas, supplies, ingredients, and cooking equipment to ensure constant conformance to regulatory standards
- Monitoring and participate in implementing sanitation practices and ensure that employees strictly adhere to the standards and regulations of cleanliness and food safety
- Manage and report to Centre Management inventory for food and beverage items to ensure the kitchen is adequately stocked
- Assist in coordinating food budgeting, purchasing, and planning operations with designated Centre Manager/Supervisor.
- Assist in establishing staff and production schedules to ensure there is sufficient help throughout and to enable timely delivery of food items
- Identify and report to Centre Management when there is a need for additional help to maintain satisfactory service

- When required, assist in recruiting, interviewing, and hiring staff, including cooks and kitchen employees when there is a need
- Meeting with clients, when requested by Centre Management, to arrange menu items for group or individual guests.
- Analyzing recipes and making menu changes when necessary to minimize overhead costs while still keeping customers happy. This also includes tracking kitchen waste and looking for improvements for financial return
- Assist and support Centre Management in seeking ways to improve kitchen processes to minimize overhead and ensure prompt service
- Additional duties as required (see note below)

Desirable Requirements

The most important skill for our Head Chef is the ability to use various recipes and strictly follow a menu plan in the preparation of food daily. They require many other skills and qualifications as well, including:

- Above average knowledge of the food and beverage industry
- Ability to use common kitchen tools, including ranges, graters, and cutlery
- Knowledge of the standards and regulations for food preparation
- Excellent customer service skills
- Understanding of quality control, raw materials, and other techniques for the effective creation and distribution of food products
- Knowledge of food-related training techniques and curriculum
- Understanding of different culinary techniques and profiles and a desire to learn new techniques and flavours
- Ability to work neatly, efficiently, and safely
- Ability to follow instructions without variations
- Interpersonal and collaborative skills for working in a team setting
- Ability to work under pressure
- Critical thinking and problem-solving skills to overcome issues in the kitchen and to lead by example for junior staff and/or those assisting in the kitchen.
- Strong leadership skills needed for assisting in the organizing and planning a large kitchen staff and kitchen staff support team from other departments as required.
- Ability to be on their feet for long periods of time
- A basic financial understanding of managing waste, inventory, and upkeep of kitchen supplies

Education and training requirements

- Require a diploma in culinary arts or its equivalent.
- Red Seal
- Valid Class 5 Drivers License
- Security Clearance with vulnerable sector check

How to Apply

Interested applicants can email a copy of their resume and cover letter to jobs@goldeye.org. In the email, please include your name, contact information and the position being applied for.