



## INTERNAL / EXTERNAL

Position:	Chef Manager
Type:	Full-Time, Permanent, Non-Bargaining Unit
Number of positions posted:	1
Rate:	\$60,879 - \$67,216
Number of Hours:	37.5 hours per week
Supervisor:	Senior Manager, Employment and Training Services
Posting Date:	October 16, 2020
Application Deadline:	October 30, 2020
Location:	145 Queen Street East, Toronto

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with individuals from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at [www.fredvictor.org](http://www.fredvictor.org). Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Fred Victor Centre is currently looking for a Chef Manager to join the Employment and Training Services (ETS)/ Food Services team. The Chef Manager oversees the daily operations of Friends Community Meal Program and Friends Catering, a Social Enterprise. This will include the hiring, training and overseeing kitchen staff, and ensuring a high-quality, cost-effective product. The Chef Manager attracts and retains staff, maintains a cooperative relationship with team members, and optimizes staff productivity. You will train staff to use new recipes, cooking techniques and equipment, and oversee cooks performing food preparation. You will also oversee delivery of food supplies, special dishes and supervise overall kitchen operation.

The Chef Manager is responsible for developing and implementing programming that provides food service training to people with lived experience of homelessness. The Chef Manager is responsible for fulfilling partnership agreements with funders and program partners, and meeting established service targets.

### Responsibilities:

- Ensuring Food Services team's promptness, freshness and quality of dishes.
- Assisting the Lead Cook with the coordination of cooks' tasks.
- Implementing and maintain hygiene policies, standard operating procedures and examining kitchen and kitchen equipment for cleanliness to ensure all regulations and food industry standards are followed in food preparation.
- Designing new recipes, planning menus to meet the needs of clients.
- Reviewing staffing levels to meet service, operational and financial objectives.
- Hiring kitchen staff, such as cooks, food preparation workers and dishwashers and assisting the Lead Cook in training staff.
- Performing administrative tasks, reviewing inventory and food cost analysis, purchasing and proper record keeping.
- Setting and monitoring performance standards for staff.
- Obtaining feedback on food and service quality, and handling customer problems and complaints.
- Build and maintain internal and external partnerships related to increased employment opportunities for people with lived experience; particularly employment within the food service industry.
- Other duties as required.



### Qualifications:

- 2+ years culinary education. Formal training, extensive and proven past experience in coordination of food services, particularly in providing catering, customer service and administrative duties in the hospitality industry.
- 5+ years experience in similar position.
- Advanced knowledge of food profession principles and practices.
- Excellent knowledge of BOH systems, ordering and inventory. Solid track record of developing and implementing cost control measures.
- Ability to meet deadlines.
- Strong strategic planning and problem solving skills.
- Provides ongoing feedback regarding performance, directly to staff, in a manner that fosters trust and enhances professional growth; i.e., acknowledges successes and addresses concerns.
- Utilizes a customer service approach in all professional interactions.
- Instills a positive work ethic in staff that maximizes quality, safety and efficiency.
- Proficient knowledge of human resources management.
- Experience working with men and women who have experienced homelessness, poverty, mental health, and/or addiction issues.
- Ability to interact with and communicate with a wide variety of people with diverse backgrounds.
- Knowledge of front line employment support and relationship to the needs of clients; including life skills and job skills training would be an asset.
- Effective listening, interpersonal and group facilitation skills.
- Knowledge of local issues and a broad network of personal and professional relationships within the food service industry and community.
- Adaptability and the ability to work in a fast-paced environment with changing work priorities.
- Willingness to accommodate a flexible work schedule as some on-call work may be required on evenings, weekends and holidays.
- Proficient in the use of Microsoft Office and willingness to learn other applications.

### Working Conditions

- Frequent (>25 times daily) lifting and carrying supplies and equipment up to approximately 50 lb.
- Frequent (>25 times daily) twisting, bending, reaching, stooping, pushing and pulling.
- Intermittent sitting, standing and walking.
- Stair ascending and descending up to approximately 5 times daily.
- Kitchen environments, including extreme temperature differences
- Office environment.

Please submit a resume and cover letter detailing how you meet the job requirements by e-mail no later than:

**Friday, October 30, 2020 to:**

**Nancy Bolton; Senior Manager – Employment and Training Services: [ets@fredvictor.org](mailto:ets@fredvictor.org)**

Applicants should quote the job title in the subject line.

**NO PHONE CALLS, FAXES OR MAILED RESUMES PLEASE.**

*We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.*



***The successful candidate will be required to provide a current police reference check prior to being hired.***

*Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality*