

INTERNAL/EXTERNAL

Job Title:	Assistant Chef Catering
Type:	Permanent, Full-Time, Bargaining-Unit
Rate:	\$21.13 per hour
Hours:	37.5 hours per week (Including Weekends)
Supervisor:	Food Services Training and Development Supervisor
Posting Date:	April 22, 2022
Application Deadline:	May 27, 2022
Primary Location:	145 Queen St East, Toronto, ON

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 women and men 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.

Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Summary of the Job

The Assistant Chef position will work under the supervision of the Food Services Training and Development Supervisor, and as part of a team to deliver high quality food as part of Friends Catering – A social purpose Enterprise and Friends Restaurant – a community meal program.

The position requires respect for, and expertise working with people who face mental health issues, addictions, abuse and social isolation and who come from racially and ethnically diverse backgrounds. The Assistant Chef participates as a member of the Training and Development team in departmental planning and development and maintains a safe and welcoming environment.

Under the direction of the Chef Manager and Food Services Supervisor or designate, the Assistant Chef provides training, guidance and support to Food Services Peer Associates in safe food handling, food preparation, operating commercial cooking equipment, kitchen cleanliness, food presentation and basic culinary skills.

Responsibilities:

- Coaching and training Peer Associates entering a Peer based hospitality positions that prepare community members for permanent positions
- Provide leadership and direction to Peer Associates in the coordination and preparation of Internal and External catering for Fred Victor's Social Enterprise- Friends Catering
- Referring to list of needed ingredients on a day-to-day basis and checking inventory ensuring ingredients are available

- Acquiring ingredients not available in storage in consultation with Chef Manager and Food Service Supervisor to ensuring all supplies are bought within the set budget
- Assisting in monthly inventory recording of supplies and reconciliation
- Assigning, in detail, specific duties to Food Services Peer Associates for efficient operation of the Internal and External Catering
- Operating for cooking purposes as well as providing guidance and support to a group of Food Services Peer Associates in operating commercial cooking equipment such as stoves, cookers, ovens and fryers
- Preparing, as well as, providing guidance and support to a Food Services Peer Associates to prepare required ingredients for recipes
- Providing guidance and support to Food Services Peer Associates to ensure that recipes are followed properly during food preparation and cooking time
- Making arrangements as well as providing guidance and support to Food Services Peer Associates to ensure food is stored in a safe and orderly manner and used resourcefully
- Participating in and providing guidance and support to Food Services Peer Associates to maintain kitchen order by ensuring cleanliness of tables, counters and work areas
- Maintaining knowledge of all recipes
- Providing guidance and support to Food Service Peer Associates to ensure all prepared dishes look aesthetically pleasing
- Providing guidance and support to Food Service Peer Associates to ensure appropriate portions have been prepared
- Assisting in checking food deliveries for both quantity and quality standards
- Ensuring, as well as, providing guidance and support that proper measures are taken when opening and closing the kitchen
- Reporting any equipment in need of repair to Chef Manager or designate for service
- Completing evaluation of skills for Food Services Peer Associates and maintaining current and accurate documentation
- Working with Fred Victor Employment and Training Services staff to ensure program participants meet their individualized employment and training goals and access other community supports they may require
- Other duties as assigned by Food Services Training and Development Supervisor or designate.

Qualifications:

- 2 years' experience with food skills education and program design
- Minimum five (5) years culinary experience required
- 3 Years experience with large scale food preparation
- Catering experience an asset

- Current Food Handler’s Certificate
- Strong knowledge of accepted sanitation standards and applicable health codes
- Knowledge of proper food handling procedures, sanitation, and safety procedures
- Basic mathematical skills necessary to understand recipes, measurements, requisition amounts and portion sizes
- Knowledge of culinary techniques such as cutting, cooking principles and plate presentation
- Possess strong skills in crisis intervention, and conflict resolution and be able to have sound problem solving and decision making skills under pressure and be able to create and implement creative solutions
- Ability to work productively within a team setting and also independently
- Ability to work with limited direct day-to-day supervision
- Strong organizational and administrative skills
- Highly developed written and oral communication skills
- Strong understanding of the factors that contribute to homelessness and poverty
- Ability to plan and prioritize work, to adapt to changing conditions, and to develop creative solutions to problems
- Literacy in Word, Excel, Outlook, Windows

Working Conditions:

This position requires: constant standing and walking throughout the shift; frequent lifting 10-20lbs minimum, numerous times during the day, and 50lbs occasionally; pushing and pulling up to 100lbs; occasional kneeling; occasional ascending or descending stairs and ramps.

Application:

Please submit a letter and resume detailing how you meet the job requirements to:

Warren Simmons
Chef Manager, Food Services Training and Development
Wsimmons@Fredvictor.org

Applicants, please quote “Assistant Chef” in the subject line

NO PHONE CALLS OR FAXES.

Proof of Covid-19 Vaccinations and a Police Record Check are required by the final candidate(s) prior to hiring.

All Internal and External job applicants must declare their vaccination status in their job applications—whether they have been fully or partially vaccinated. All candidates offered a position with Fred Victor Centre must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor Centre will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.



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.

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.