



JOB DESCRIPTION – Chef – Facilities Manager

JOB CLASS: Chef
JOB TITLE: **Chef – Facilities Manager**
LOCATION: 210 Kingmingya, Inuvik, NT
REPORTS TO: Executive Director

SUMMARY:

The position manages the day-to-day operation of the kitchen in the Children First Centre (CFC), which is a licensed daycare with 104 spaces for children aged 6 months – 12 years old. The position also manages the facility, keeping on top of minor repairs and space organization. Under the direction of the Executive Director, the position will follow the policies of the board and NWT Day Care Regulations, Food Safety and Environmental Health Policies to ensure nutritious foods and a safe healthy facility for all the children.

KEY OBJECTIVES:

- Manage the kitchen following all health and safety guidelines including the NWT Day care Act, NWT Environmental Health policies and Fire Safety Codes.
- To ensure the provision of well-balanced and nutritious meals and snacks within budget guidelines which meet the needs of the children in care and other agency food services.
- To maintain an organized, functioning and hygienic kitchen.
- Manage the facilities Staff to ensure implementation of all health and safety guidelines including the NWT Day Care Act, NWT Environmental Health policies and Fire Safety Codes.
- Assist with the nutritional knowledge in young children and staff.

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

1. Plans meal and snack menus in accordance with Canada's Food Guide and the Day Nurseries Act which meet the nutritional needs of young children and provide food variety and appeal as well as reflecting the ethnic diversity of the children at the centre; consults with the Group Program Manager regarding menu plans; posts menu plans two weeks in advance and notes any changes daily; maintains a current list of children with special health and cultural dietary food needs and plans and provides acceptable alternatives.
2. Orders or purchases all food and custodial supplies within budget guidelines and economically; monitors food expenditures; authorizes purchase vouchers/invoices from distributors and ensures that vouchers/invoices are accurate.

3. Maintains food and kitchen household supplies by receiving and storing deliveries in hygienic and organized conditions and monitoring stock; rotates food stock to ensure quality; keeps accurate stock control for record-keeping purposes.
4. Provides meals and snacks daily by preparing food for immediate or future serving in compliance with health regulations; assists in serving meals to children, when required.
5. Maintains hygiene standards as defined under the Food Premises Act; keeps kitchen, cupboard, kitchen equipment and food storage areas clean and organized by cleaning pots, counters, equipment and dishes; loading and operating dishwasher; cleaning coolers, pantry and appliances; maintaining equipment and arranging for servicing of appliances when needed.
6. Provides afternoon snacks and beverages for children attending the summer camp program by preparing food and, when necessary, delivering it to off-site location.
7. Plans and caters food services for parenting, board and executive meetings and any other agency functions or special events.
8. Supervises, trains and evaluates the facilities staff and occasional students and volunteers; arranges own replacement for short term absences with facilities staff.
9. Recommends budget priorities for kitchen equipment purchases and receives petty cash related to program food services.
10. Demonstrates care and interest in children; encourages a positive attitude towards food and nutrition; may assist with supervision of children at mealtimes.
11. Communicates daily with program staff concerning attendance, special needs, special events, outings and changes in schedule and accommodates whenever possible; evaluates meals and snacks with teaching staff.
12. Attends facility and general staff meetings and participates in WHMIS and Food Handler's workshops and any other opportunities for professional growth and development.
13. Assist with the day-to-day observation of facilities needs, and minor repairs
14. Assist staff in cooking experiences for the children by arranging supplies and reviewing recipes, may present nutritional information to the children and staff and encourage kitchen science and nutritional programming for children in developmentally appropriate ways
15. Other related duties as may be assigned by the Executive Director.

COOK

QUALIFICATIONS

- Safe Food Handling Certificate
- WHMIS
- Culinary Arts Education
- WHMIS training an asset
- Qualified experiences in cooking for groups and operating a kitchen
- Knowledge of basic principles of good nutrition and special dietary requirements
- Basic knowledge of hygienic plant maintenance and housekeeping
- Demonstrated ability to plan, prepare and serve balanced meals and snacks for children
- Ability to operate within budget guidelines, shop economically and be organized
- Ability to supervise 3-5 staff
- Ability to work independently with minimal supervision or direction
- Able to maintain strict confidentiality in performing duties
- Team Player
- Effective positive communication skills with children and adults
- Demonstrate sound work ethics
- Current Standard First Aid
- Satisfactory criminal record check, including a vulnerable sector search, completed by the RCMP
- Statement about whether or not there are any outstanding criminal charges, and details
- Up-to-date immunizations
- Tuberculosis screening
- Oath of confidentiality

