

## HEAD CHEF – JOB DESCRIPTION

### JOB SUMMARY:

Oversees the planning, ordering, storage, preparation, portioning, and service of menu items to the required standards. Provide training and orientation to employees as needed. Supervises and directs designated employees

### KEY DUTIES AND RESPONSIBILITIES:

1. Maintains the confidence of the Company with the information that is obtained from interaction with Head Office.
2. Oversees and implements five-week menu, makes changes needed to ensure health presentation and delivery of product to consumer.
3. Places food orders to food producers.
4. Inventory and control of budget.
5. Represents site to Interior Health and copartners.
6. Maintains the confidence of the residents with the information that is obtained from them and their families.
7. Maintains the confidence of the employees with the information that is obtained from them through confidential paperwork and daily interaction.
8. In charge of menu planning and reviews all recipes for the week.
9. Prepares and places food orders for the week.
10. Cooks and/or directs the preparation, cooking and portioning of nutritional and therapeutic food items accurately according to menu plans and standardized recipes.
11. Plans and prepares food for specialty meals and special functions.
12. Plans preparation and cooking schedule to minimize time between completion of cooking and serving.
13. Tests food items for palatability and temperature and adjusts accordingly.
14. Portions food items to ensure recipe yield meets assigned quantity quotas; evaluates meals served to ensure established standards of quality and quantity are maintained.
15. Ensures that food and supplies are rotated to minimize spoilage and waste.
16. Ensures dietary and cooking equipment and supplies are used and stored in a safe and efficient manner. Reports unsafe or faulty equipment to the General Manager.
17. Ensures designated work areas are kept clean and tidy.
18. Ensures cooler, freezer, steam table and dishwasher temperatures are recorded daily. Reports any malfunctions to General Manager.
19. Maintains a current knowledge of and complies with all departmental policies and procedures.
20. Trains new staff as required.
21. Performs other related duties as assigned

### QUALIFICATIONS

- Ability to communicate effectively both verbally and in writing

PLEASE SEND RESUMES TO: [molly@vrs.org](mailto:molly@vrs.org)

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- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.
- Must be in good physical health and free of communicable disease.

### EDUCATION & TRAINING

- Graduation from a Red Seal program.
- Two years' recent, related experience or an equivalent combination of education, training and experience.
- Completion of the Level II Food Safe Program, current Food Safe level 1

**\*\*All applicants must be vaccinated with at least 2 doses of the COVID-19 vaccine.**

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