



Chez Doris is a charitable organization offering a daytime shelter seven days a week for all women in difficulty. The house provides meals, respite, clothing, socio-recreational activities as well as practical assistance in a secure and accepting environment.

We are currently hiring for the following position:

Job Title: Weekend Kitchen Chef

Position Overview:

The Weekend Kitchen Chef (WEKC) will report directly to the Kitchen Manager and Head Chef (KMHC). The WEKC will be responsible for the overall operations of the main kitchen, dining room, collective kitchen and all food storage. As well, the WEKC is responsible on weekends for kitchen staff, all duties related to meal service, food purchase and inventory, and ensures that everyone including volunteers and interns, are trained on proper food preparation and kitchen safety techniques.

Primary Duties and Responsibilities:

Cooking

- a. Prepares daily meals: breakfast and lunch;
- b. Carries out menus for special occasions such as holidays, AGM, special meetings, etc.;
- c. Responsible for food stations to ensure that the food is given out in an orderly and timely manner;
- d. Manages our food quality standards by monitoring the temperature of hot food and ensures that our cold food is stored according to standards;
- e. Receives donations from local food banks and donors, and ensures that food provided is properly stored, and expiry dates are considered;
- f. Rotation of perishables and non-perishable food items in kitchen and stock room;
- g. Other duties may be required.

Kitchen Maintenance

- a. Receives and stores food supplies and equipment in refrigerators, cupboards and other storage areas;
- b. Ensures that all areas are clean and orderly (cupboards, freezers, refrigerators, dishwashers, stove, storage areas, food service areas);
- c. Ensures that all work areas are cleaned and sanitized;
- d. Ensures the closing of the kitchen including sanitizing of all equipment and work areas, and removes garbage and recycling;
- e. Washes dishes, pots and other kitchen equipment and supplies;
- f. Other duties may be required.



General

- a. Maintains inventory of food, equipment and supplies regularly;
- b. Provides KMKC with monthly statistics analysis related to the kitchen such as how many breakfasts and lunches were served, how many special lunches or breakfasts were provided, etc.;
- c. Puts in the written request with the Kitchen Chef for all consumable and non-consumable goods including equipment purchases and repairs;
- d. Assigns, directs, and supervises the work of kitchen employees, interns, and volunteers. Supervises and instructs in the safe, proper, and efficient use of all kitchen equipment;
- e. Ensures direct reports complete their daily, weekly and periodic tasks and responsibilities;
- f. Organizes and maintains an emergency food plan for the agency clients (e.g. in case of power failure);
- g. Writes daily logs and makes entries as appropriate to ensure communication between weekend staff and weekday team;
- h. Assists with recruitment initiatives for his/her team (ex. Interviews);
- i. Assists with performance appraisals if necessary for all direct reports and interns;
- j. Makes recommendations to the KMHC regarding changes to the food program, facilities and staff;
- k. Attends a monthly meeting with kitchen staff, KMHC and assistant director;
- l. Participates at various meetings, workshops, seminars pertinent to work and improve knowledge regarding health and safety issues in the kitchen, nutrition and healthy cooking;
- m. Supports the staff and the agency's mission.

Qualifications

- a. Have the "Attestation de gestionnaire d'établissement alimentaire" certificate or willing to obtain it;
- b. Relevant experience as a cook in a similar environment;
- c. Ability to operate gas and electric cooking equipment, dishwasher, and other cleaning and sanitizing equipment;
- d. Knowledge of food handling and safety techniques;
- e. Ability to lift heavy objects, such as bulk food, weighing up to 50 lbs;
- f. Knowledge of food preparation, presentation techniques and quality standards;
- g. Knowledge of French and English;
- h. Ability to work with the agency's clientele;
- i. Ability to work well with volunteers and students;
- j. Sensitive to women's needs.



Soft Skills

Communication skills (verbal)

Reliable

Organized

Ability to work independently

Punctual

Multi-Task

Physical Demands and Working Environment

Physical Demands: Frequent lifting of heavy pots and pans, boxes of food, groceries up to 50 lbs; and standing for long periods of time

Must be able to work with varying levels of temperature, including warm to very warm temperatures in the kitchen

Working environment: kitchen, shelter

Hours: 14 hours per week Saturday and Sunday. 7:00 A.M-3:00 P.M

How to apply

To be considered for the position, please email a cover letter and resume to emplois@chezdoris.org.

Please be sure to state the following in the subject line of your email: **Weekend Kitchen Chef**. Please note that the successful candidate will have to provide references, in advance of hiring, and submit requirements for credit and criminal background checks. This position is open to both women and men. Aboriginal women and men are encouraged to apply.

Deadline for application: as soon as possible

Please note that we will only contact candidates who correspond to the job profile.

