

Chef



POSITION SUMMARY

The Chef champions exemplary food services that provide residents and their visitors with life quality and peace of mind in the dining experience. The Chef is responsible for all aspects of kitchen management, meal planning, food preparation, presentation and meal service and acts as a member of the program team to support life quality and peace of mind for residents and their families. The Chef may have regional responsibilities including mentoring inSite Cooks employed at small assisted living residences within the region.

KEY RESPONSIBILITIES

Ensures residents are offered nourishing, varied and balanced meals through all delivery points; plans monthly menus, directs food service preparation, follows standardized recipes and a rotating meal plan;

Plans and directs the overall kitchen operation including purchasing and inventory control. Sources and purchases meats, poultry, fresh vegetables, fruits and staples through an on-line ordering system. May be responsible for food purchasing for more than one assisted living residence. Receives and checks orders and oversees inventory control procedures for the storage of fresh and frozen food stuffs and dry goods;

Provides guidance and direction for staff and inSite Cooks involved in dining services by interpreting and modeling policies and procedures and food handling protocols; providing a positive dining experience for residents and their guests and incorporating resident needs and requests into meal planning and services;

Ensures staff uphold exemplary service standards in the preparation, presentation and service of meals and snacks. Plans and prepares resident meals. As needed, works with the dietician for all special diet requirements and therapeutic meals. Plans, prepares and monitors the service of catered and special event menu plans to ensure individual dietary needs and standards for food service are met or exceeded and costs remain within approved budget allocations;

Meets with resident groups informally and through “Chef’s Club” to address issues related to food preparation, meal planning and dining room services. Gathers feedback and takes appropriate actions to continuously improve food quality and service;

Leads food service quality improvement activities including the development of food preparation and service standards. Conducts food preparation and service audits within the kitchen and dining room. May lead quality improvement activities at more than one assisted living residence;

Assists in the development, implementation, evaluation and revision of the food services operating budgets. Leads and monitors accurate recordkeeping related to food and supply purchases, inventory control, receiving, portion control and wastage. Mentors inSite Cooks; and

Participates as a member of the Occupational Health and Safety Committee. Practices safe food handling protocols and follows policies to ensure kitchen equipment and smallwares are maintained in safe working order.

EDUCATION, QUALIFICATIONS AND EXPERIENCE

- ◆ Experience in volume food preparation preferably in a restaurant environment; Formal culinary training and volume kitchen management experience required. Food Safe Level II required.
- ◆ Expertise managing a food service budget including ordering, menu planning and portion control
- ◆ Solid understanding of customer centred service provision consistent with the intent and philosophy of assisted living and in support of exemplary service delivery
- ◆ Experience with on-line food ordering systems a definite asset
- ◆ Ability to organize and prepare nutritious and appealing meals with minimal supervision and respond to the changing needs and preferences of residents
- ◆ Interest and ability to communicate effectively with seniors
- ◆ Knowledge of provincial health, sanitation and safety regulations