



Job Title	Executive Chef		Job Classification	N/A	
Department	Operations	Reports to	Manager, Facilities and Operation		
Positions Supervised	None	Final Accountability	CEO		
Designation	Non-Management	Type of Position	Full-Time, Permanent		
Location	Hornby, ON	Effective Date	9/30/2023	Revision Date:	8/31/2023

Job Summary

Reporting to the Manager, Facilities and Operations, the Executive Chef is responsible for delivering high quality food service for the organization. The incumbent will research, develop/streamline healthy and nutritious menu planning and execution – in accordance with Public Health Standards and the Canada Food Guide. Additionally, this position will be responsible for staying within a budget provided by Director of Finance on a quarterly basis and report on any discrepancies in a timely and immediate manner. This position will ensure that all food items are appropriately and safely stocked such as, fresh and non-perishable groceries, non-edible food supplies, chemicals and paper products. The Executive Chef is responsible for upholding the highest standards of cleanliness and food safe handling safety in the kitchen and storage areas; and for supervising and coaching service participants in kitchen/communal areas to ensure the same impeccable expectations are maintained.

WORKING SCHEDULE:

Typical working schedule is Monday-Sunday (Assignment based on program/organizational need). Includes daytime and/or evening hours but not overnights; typically includes weekdays and/or weekends and may include statutory holidays with advance notice)

What We Offer

- A competitive salary with a benefits package that includes:
- 80 hour pay period
- Healthcare Spending Account of \$2,000 valuation; 1 year waiting period
- Paid Statutory holidays
- 3% Personal Leave, 80 hours maximum per year
- Professional Development allowance to advance and maintain credentials
- Single benefit coverage, with 3 month waiting period
- RRSP with 3% employer match, which can commence post-probationary period

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- Paid holidays and generous time-off
- Spiritual Self-Care Sessions (voluntary participation)

Compensation

\$26.45 hourly rate

Job Description

ROLE AND RESPONSIBILITIES

Ordering and Budgeting 20%

Meal Planning and Preparation 60%

Kitchen Supervision and Health and Safety Standards 20%

- Provide/facilitate group sessions on safe food handling, orientation in kitchen, basic cooking skills class and coaching on menu planning that maximizes on saving and reducing waste.
- Apply non-violent crisis intervention strategies when required and professionally respond to crisis situations when they arise
- Ensure ongoing communication is relayed to Manager, Facilities and Operations when an issue occurs that could have a negative impact on day-to-day operations
- Promote a respectful and professional environment and ensure that any issues related to client well-being is relayed to live-in treatment team immediately.
- Attend All-AGENCY staff meetings and actively participate throughout
- Execute timely and accurate documentation that adheres to the organizations’ policies and procedures
- Participate in organizational initiatives that support primary purpose, quality implement and strategic activities
- Participate in ongoing learning to advance skills, knowledge and competency
- Provide feedback during the process of accreditation and contribute to policy analysis and development when required
- Correspond and consult with entire treatment team and contribute to effective internal communications that promote effective food service delivery
- To actively build, sustain and promote Hope Place Centres programs and services by providing exceptional food service, inventory, ordering, planning, food preparation and meal execution.
- Ensure Manager, Facilities and Operations is informed and updated on critical issues, incidents and/or complaints in a timely manner.

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- Adhere to privacy policy and be in compliance with PHIPA legislation
- Completion of administrative and organizational responsibilities, including but not limited to, (1) Financial management documents and monthly report to Manager, Facilities and Operations and Director of Finance on spending, which includes costs of ordering out; (2) Correspondence with live-in team and report writing when required; (3) Group session on food preparation, safe food handling, and sticking to a budget, while maximizing on healthy/nutrition; (4) Ensuring the all Allergy protocols are maintained and executed on in a timely/immediate manner
- Minimize the amount of ordering/catering required to stay within budgetary restraints
- Shop and order all food supplies required and ensure that streamlining and maximizing on efficiency is a priority
- To adhere to all established policies/procedures & practices of the organization
- To participate in relevant in-service training
- Plan weekly menus that provide a variety of foods; both nutritious and enjoyable
- Place orders for delivery, and procure personally (wholesale, retail, specialty) as necessary, to maintain adequate stock of all food, chemical and paper products
- Monitor cost centre expenditures on an ongoing basis, to ensure constant compliance with the established food service budget
- Report significant inventory loss (theft, waste or spoilage) to the Facilities and Operations Manager
- Prepare/serve meals; ensuring food service volumes are continuously aligned with varying levels of demand across the organization
- Prepare advance meals for weekends/holidays; estimating volumes based on current capacity
- Prepare/serve and/or cater special occasion meals, snacks and beverages; as requested based upon specific instructions provided in advance
- Leave detailed, legible instructions for preparation, handling and storage related to any food service activity that others will be required to perform in your absence
- Ensure menus reflect diversity of cultural, religious, health, political and personal beliefs; provide specialized diet if mandatory and reasonably accommodate if not
- Maintain 'Kitchen Electronic Folder' with entire treatment cycle worth of meal plans for reference; along with recipes to ensure we can execute on this when unexpected absences occur
- Responsible for training/supervision of residents on 'kitchen duty': Basics of 'hands-on' meal preparation, refrigeration/storage; use/care of appliances; cleanliness, personal hygiene and Health Unit Standards
- Assign residents responsibility for preparing/serving light meals, snacks and beverages to accommodate requests for food service when kitchen is closed

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- Ensure safety is first priority; through proper food handling, equipment/floor maintenance; and vigilant monitoring to ensure proper procedures are followed
- Ensure full compliance with all regulatory requirements for kitchen operations
- Enforce food safety; through use of hairnets, hand washing, proper food handling and storage by all residents and personnel
- Maintain all equipment, large/small appliances, all utensils/dishware; through frequent cleaning/disinfecting - using approved chemicals/manufacture's instructions
- Monitor temperatures of cold storage daily; log/report any temperature/equipment issues to Facilities and Operations Manager
- Ensure "First In, First Out" is followed for all food stock; monitoring product dates and discarding at expiration
- Date all products pulled from freezer to thaw, clearly marking the date on package

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Two (2) years as a Food Service provider in a social service or healthcare setting
- Experience with supportive conversation and trauma-informed care
- A team player with a commitment to collaboration
- Membership in 'good standing' with an Interprovincial Red Seal (or equivalent) in The Ontario Board of Trades
- Cultural competency to modify meals to meet the diverse needs of clients
- Any additional classes/workshops/seminars in different cooking styles considered an asset; or any other food handling training
- Knowledge of Canada Food Guide and nutritional challenges associated with substance misuse and dependency
- Demonstrated understanding of the unique needs of both women and men in treatment
- Demonstrated written and oral communication skills in English
- Demonstrated experience working on a multidisciplinary team
- Demonstrated ability to plan and implement a relevant training schedule
- Demonstrated time management skills
- Demonstrated ability to problem solve, work under pressure, and manage competing priorities
- Knowledge of customer service and quality assurance
- Knowledge of 'abstinence-based' (12 Step) and 'harm-reduction' treatment philosophies
- Standard First Aid; CPR-C with AED

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- Non-Violent Crisis Intervention
- ASIST
- Satisfactory Police Clearance Check (Vulnerable Sector)
- Valid G Class Ontario Drivers' Licence, good driving record and current liability insurance, in accordance with requirements of HPC policy
- Knowledge of customer service and quality assurance
- Exceptional communication and interpersonal skills
- Proven conflict resolution and mediation skills
- Able to implement the Social Work and Social Service Work Act, the Ontario Mental Health Act
- A commitment to integrity, contribution and ongoing process improvement
- A commitment to people and collaboration
- A customer-service and growth mindset
- Builds trust, credibility and relationships with internal stakeholders
- Works with integrity and a high degree of ethics
- Self-driven and eager to learn and grow and contribute to enhancing workplace culture

CORE COMPETENCIES

	DEVELOPING	INTERMEDIATE	ADVANCED
TECHNICAL	CRISIS INTERVENTION; AND TRAUMA SPECIFIC CARE.	UNDERSTANDING SUBSTANCE USE; PREVENTION AND HEALTH PROMOTION; PROGRAM DEVELOPMENT, IMPLEMENTATION AND EVALUATION; AND RECORD KEEPING AND DOCUMENTATION.	

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BEHAVIOURAL		ANALYTICAL THINKING AND DECISION MAKING; CLIENT SERVICE ORIENTATION; CREATIVITY AND INNOVATION; DIVERSITY AND CULTURAL RESPONSIVENESS; ETHICAL CONDUCT AND PROFESSIONALISM; PLANNING AND ORGANIZING; SELF-MOTIVATION AND DRIVE; AND TEAMWORK AND COOPERATION.	INTERPERSONAL RAPPORT/SAVVY; ADAPTABILITY AND FLEXIBILITY
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INDEPENDENCE OF ACTION

- (a) Examples of decisions/job duties that the incumbent performs without having to obtain direction or approval from the Facilities and Operations Manager:**
 - Menu planning and ordering within budget
 - Utilizing petty cash for supplies up to \$500 biweekly
 - General daily routine of cleaning and organizing

- (b) Examples of decisions/job duties for which the incumbent is required to obtain direction or approval from the Facilities and Operations Manager:**
 - Special occasion menus requiring a larger than usual budget
 - Purchasing non-food items in excess of \$100 with petty cash; or on account
 - Disciplining of Residents
 - Changing vendors

- (c) Examples of guidelines, procedures, manuals (formal or informal) that are used in performing job duties and in making decisions:**
 - HOPE PLACE CENTRES POLICIES AND PROCEDURE MANUAL
 - Ministry of Health and Long Term Care Operational Guidelines
 - Occupational Health & Safety, Personal Health Information & Ontario Human Rights Acts
 - Building, Fire and Health Codes (including 'Universal Precautions')

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- All applicable municipal and provincial legislation
- Specific product/equipment operation and maintenance manuals
- Specific funding and service agreements (i.e. LHIN)
- Canada Food Guide and Public Health Unit Reports/Directives

7. IMPACT OF DECISIONS

Examples of the types of errors in judgement that the incumbent could make in performing the duties of the position that could adversely impact on the agency's operations:

- Food borne illness could result due to many issues along the path from supplier to serving, following all guidelines for storage, prep and serving are essential to assuring food is safe
- Ordering / food preparation without concern for occupancy levels/cost threatens operating budget
- Non-compliance with Health Unit standards/directives could adversely affect our reputation and potentially prevent HPC from obtaining required licences
- Failure to manage supplies and equipment in an efficient and cost-effective manner could unfavourably impact on service delivery and asset management

8. CONTACTS AND WORKING RELATIONSHIPS

Examples of individuals with whom the employee interacts both internally and externally

- Internally the incumbent will interact with management, staff, students, Board Members, facility visitors, program participants and their friends/families
- Externally the incumbent will interact with other professionals, subcontractors, community stakeholders, regulating & licensing authorities, and the public

9. WORKING CONDITIONS

- The ability to work independently, within established parameters/protocols.
- The ability to work under pressure with competing priorities.
- Exposure to temperature extremes and outdoor elements including weather; risk of environmental hazards, i.e. insect bites
- Occasional uncomfortable and confined work spaces
- Sometimes physically demanding conditions requiring; heavy lifting, climbing, bending, prolonged standing/kneeling/sitting/crouching, and repetitive movements

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- Occasional contact with soiled surfaces, objects and biohazards
- Infrequent exposure to hazardous conditions and materials
- Exposure to potentially volatile service recipients and community members

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