

**Communitas – Staff Position Description**  
**SUPERVISORY**

**TITLE:** Cafe Chef Manager

**REPORTS TO:** Program Director

**POSITION SUMMARY**

This position manages and provides leadership to Little Sprout Café with a focus on running the kitchen, leading and developing staff and trainees, and managing café operations. As part of Communitas Social Enterprises, the social mission of the café is to provide employment opportunities for individuals with mental health challenges, developmental disabilities, and acquired brain injuries.

**SPECIFIC DUTIES**

**Culinary Capacity**

- Ensure that food storage, cooking, and sanitation practices and conditions are in line with kitchen safety standards as regulated by Fraser Health
- Oversee the development and revision of the food safety and sanitization plans
- Regularly order, inspect, and maintain the quality of food supplies and inventory
- Supervise the planting, cultivating, and harvesting of micro-greens in the commercial growing units
- Develop new menu items on an as needed basis
- Coordinate all food preparation and cooking activities in a timely manner
- Prepare, cook, and plate a variety of dishes
- Manage kitchen staff and delegate tasks related to meal preparation, cooking, and delivering of menu items to diners

**Business Capacity**

- Initiate and maintain strategic partnerships with local farms, vendors, and other food producers
- Connect with current customers and gather feedback on café services
- Hire, train, and supervise all personnel working at the café
- Prepare and administer regular employee work performance reviews and initiate any needed corrective action
- Work with staff to ensure inventory and equipment is inspected, maintained, and ordered when necessary
- Monitor budgets with the goal of achieving financial sustainability
- Exercise sound financial judgement in adherence with Communitas financial policies
- Work with the accounting team to ensure that accounts payable and invoicing is completed on a monthly basis
- Liaise with the HR team to ensure that organization best practices and policies are being adhered to
- Complete time sheets and any other required payroll duties
- Lead business development initiatives by expanding catering options, developing innovative menus, and identifying new revenue opportunities to enhance profitability and brand growth for the café

**Social Capacity**

- Encourage and motivate clients in the training program via work supervision and service interviews
- Maintain a positive environment for employees and participants for the purpose of teaching transferable skills and providing a supportive, growth-oriented work environment
- Ability to model appropriate behaviour (conduct, performance, appearance, professionalism, ethics)
- Provide evaluative feedback on training progress for supported individuals
- Strong conflict management skills and the ability to patiently address personality conflicts
- Ensure positive working relationships between Café Social Enterprise and other related Communitas programs
- Oversee the preparation of program related reports and proposals
- Other duties as required

**REQUIREMENTS**

- Graduation from a recognized Culinary Arts program or equivalent
  - Minimum 3-5 years' experience in food preparation and the operation and care of kitchen equipment.
  - Food Safe certified level 1 & 2 and trained on WHMIS
  - Knowledgeable of all standards and regulations that govern the handling, delivery, storage, and preparation of food.
  - Effectively use Microsoft Word, Excel, and PowerPoint
  - Ability to read and interpret financial statements and make effective operational decisions based on cost/sales ratios
  - High energy and highly motivated with strong interpersonal, leadership, motivational and organizational skills
  - Able to remain calm and organized in a fast-paced environment
  - Excellent teamwork skills as well as the ability to work independently without supervision
  - A philosophy of service that is in line with Communitas' Vision, Mission and Values
  - Familiar with and able to implement 'Spirit of Gentleness' principles
  - Completion of the in-house Psychosocial Rehabilitation Modules during the probationary period
  - Possession of a valid Class 5 BC driver's license (Or willing and able to obtain one)
  - Emergency First Aid Certificate with CPR
- Hours may involve long workdays and/or evening/weekend work