

Communitas – Staff Position Description

SUPPORT STAFF

TITLE: Head Cook

LOCATION: Little Sprout Café, Abbotsford

REPORTS TO: Café Chef Manager

POSITION SUMMARY

Little Sprout Café, part of Agency Enterprises, provides employment and training opportunities for people of all abilities. The Head Cook supervises café staff and trainees, supports day-to-day operations, and collaborates with the Agency Social Enterprise Manager to deliver individualized training plans. Responsibilities include cooking and plating a variety of dishes, maintaining kitchen cleanliness and equipment, directing staff in food preparation and kitchen organization, and completing administrative tasks such as inventory management and ordering.

SPECIFIC DUTIES

1. General

- Communicates operational, personnel, and equipment problems to supervisor
- Maintains an awareness of the goals and philosophies of Communitas Social Enterprises (CSE)
- Interacts with customers and the public in a way that creates genuine connections and reflects the values of Communitas
- Maintains good relations with other personnel; offers support and guidance to team members on shift
- Familiar with and completes all paperwork (e.g. timesheets, cash register sheet, temperature forms, etc.)
- Keeps working area clean and safe from hazards; other cleaning duties as needed

2. Culinary Capacity

- Ensures that food storage, cooking, and sanitation practices and conditions are in line with kitchen safety standards as regulated by Fraser Health
- Oversees the development and revision of the food safety and sanitization plans
- Regularly orders, inspects, and maintains the quality of food supplies and inventory
- Develops new menu items for monthly specials and follows the appropriate SOPS to ensure Communitas standards are upheld. Prepares, cooks, and plates a variety of dishes; coordinates all food preparation and cooking activities in a timely manner. Manages kitchen staff and delegates meal preparation and cooking tasks to other team members

3. Business Capacity

- Trains and supervises all personnel working at the café
- Works with staff to ensure inventory and equipment is inspected, maintained, and ordered when necessary. Completes weekly inventory count of all food and beverage items, records into Marketman and places weekly orders with suppliers
- Scans all invoices into Marketman and stays on top of recording all incoming food
- Reviews all day to day operational forms monthly, ensures cleaning lists, prep lists, recipes are up to date and accurate

4. Social Capacity

- Encourages and motivates participants in the training program via supervision and training and maintains a positive environment for employees and participants for the purpose of teaching transferable skills and providing a supportive, growth-oriented work environment. Provides feedback on training progress for participants
- Models appropriate behaviour (conduct, performance, appearance, professionalism, ethics)
- Ensures positive working relationships between Café Social Enterprise and other related Communitas programs

5. 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.
- Must be physically able to lift up to 30lbs and provide own non-slip, closed toe shoes
- Must be reliable, punctual and able to take initiative
- 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
- Ability 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
- Possession of a valid Class 5 BC driver's license (Or willing and able to obtain one)
- Valid Emergency First Aid Certificate with CPR and Food Safe certified level 1
- Strong conflict management skills and the ability to patiently address personality conflicts
- Ability to model appropriate behaviour (conduct, performance, concern for people, morale, compliance with program policy and procedures, work performance standards, appearance, professionalism, ethics and personal integrity)