

## Executive Chef

If you are passionate about cooking and have experience, then we want to Hear from you. Grace Village is a residential centre for the elderly recognized for the excellence of the services offered. We are looking for an Executive Chef hardworking, self-motivated and who loves teamwork as well as the elderly as they are our purpose.

The Executive Chef will manage the kitchen, develop the menus, and create delicious recipes adapted to the needs of our customers. The ideal candidate for this position is enthusiastic and passionate, he is attentive to the needs of the residents we serve. If you have Experience in the food industry, knowledge of institutional cuisine. Don't hesitate to apply. We look forward to seeing you!

Reporting to the Executive Director, the Executive Chef must be committed to the values of Grace Village and agree with the Grace Village Code of Ethics.

### Responsibilities

- Develop a culinary plan to ensure quality satisfaction with both short- and long-term goals.
- Enhance food quality by creating standards for all kitchen staff members.
- Assisting with the creation of seasonal, monthly or annual menus.
- Supervising daily activities of the kitchen staff including Cooks, Assistant Cooks and Assistants.
- Ensuring all kitchen equipment is running efficiently and arranging repairs or new parts when required.
- Review inventory and prepare weekly food order.

### **Key Responsibilities**

#### **1. Department Management**

- Provide the Executive Director with monthly reports, as well as ongoing status updates indicating where issues exist, recommending solutions and executing the solutions.
- Provide ongoing Food Services-related operating guidelines and training to Grace Village staff and volunteers as needed.

#### **2. Staff Management**

- Train and develop a healthy Hospitality Service Team in collaboration with Human Resources.
- Increase productivity through performance evaluations, feedback and coaching as well as procedure reviews and improvements as needed.

#### **3. Regulatory and Operational Compliance**

- Meet or exceed best practice and accreditation standards as defined by provincial and federal government regulatory bodies for Hospitality Services.
- Create and manage the implementation plan for best practices and accreditation standards.

#### **5. Quality Control**

- Ensure that the quality of food being served to Grace Village residents and the level of food-related services (e.g. dining room services) meet or exceed established standards.
- Oversee the preparation of balanced nutritious 5-week rolling menu schedules.
- Update / enhance Hospitality Services operational and quality control guidelines as needed, working with the Grace Village Quality Manager.

## Qualifications

### **Education and Experience**

- DEC
- Experience in food service or a related hospitality field.
- Training in institutional cooking, hotel management, or related field (an asset)
- MAPAQ certification (an asset)

### **Skills and Abilities**

- **Leadership skills:** demonstrate emotional maturity and ability to motivate Hospitality Services staff to meet both residents' and other Grace Village team requirements, residents' rights and Grace Village organizational goals.
- **Teamwork / Collaboration and Communication skills:** demonstrate the ability to establish professional work relationships with others including support staff, other departments, residents and their families while working towards shared goals and desired outcomes.
- **Problem Solving skills:** apply problem solving processes, demonstrating critical thinking and timely and appropriate decision making.
- **Financial skills:** Ability to read budget documents and interpret and maintain budget accountability to the Support Service Manager; the ability to proactively anticipate and minimize negative budget variances and deficits.
- **Communication skills:** Strong oral and written communication skills in English and French; computer proficiency (MS Office Suite and Outlook).

### **Characteristics**

- **Result oriented and Resident-focused:** ability to apply continuous quality improvement tools and processes within a dynamic environment, leading to improved processes and hospitality service delivery to the residents.
- **Learning oriented:** demonstrated ability to seek out and utilize opportunities to maintain competency and continued learning, both in oneself and in Hospitality Services staff.
- Values of Respect, Integrity, Compassion, Patience and Commitment to Excellence, Adaptability, and Initiative

### Working conditions

- The schedule may vary depending on needs. It's a demanding job that sometimes involves working evenings and weekends.
- Group insurances.
- Free Meals
- **Salary: Between \$26.50 and \$30 depending on the candidate's experience**