

## **Caterer/Kitchen Manager for Park Housing Society**

Parking Housing Society is on a quest to find a Caterer/Kitchen Manager for Gordon Park Village in Kelowna (48 residents + guests). The successful candidate will be a highly-motivated and organized cooking professional and a reliable leader for our kitchen/dining room team. Our Caterer/Kitchen Manager possesses a keen work ethic and effective communication skills and leads his/her own team to excellence in food preparation and service with outstanding hospitality. He or she provides high quality service while building meaningful relationships with residents and co-workers in our independent-living seniors' environment. We encourage our Caterer/Kitchen Manager to be creative while producing tasty, nutritious, from scratch, "comfort food", dinner meals Monday-Friday. If you love seniors, are sensitive to the senior palette, have strong management skills to envision and lead the entire dining experience, we welcome you to contact us with any questions and to apply by submitting your covering letter with resume including your experience in the food-service industry to [parkhousing@shaw.ca](mailto:parkhousing@shaw.ca). Find further information at [www.evhousing.ca/kitchen](http://www.evhousing.ca/kitchen). Our Caterer/Kitchen Manager:

- Maintains the kitchen, food storage areas and dining room in a safe and sanitary condition at all times.
- Is responsible for the opening and closing of the kitchen.
- Adheres to cleaning schedules as laid out by the BC Ministry of Health and maintains a spotless kitchen and food storage areas.
- Is responsible for planning menus, communicating with suppliers, sourcing & ordering all food and other needed supplies including fresh produce and local ingredients.
- Ensures that all food is received, stored, rotated, prepared and handled according to Food Safe standards and health department regulations by all staff.
- Hires, trains, supervises and remunerates kitchen or dining room staff.
- Prepares and cooks meals for residents and guests according to established recipes and approved menus.
- Manages time and work flow to ensure a smooth food service schedule and provides direction to all staff for preparing, serving and clean-up of meals.
- Keeps kitchen floors clean (swept & mopped) and trash emptied.
- Maintains cleanliness of all dishes, utensils, culinary equipment, walk-in freezer and fridge.
- Launders all kitchen & dining room linens – table cloths, napkins, aprons, dish towels, etc.
- Prepares for and executes any special events, banquets, and theme meals as requested.
- Maintains inventory of kitchen equipment and supplies and records of food temperatures.
- Manages the assigned kitchen budget to maximize kitchen revenue and minimize waste.
- Documents temperatures of food prior to service, refrigeration and freezing.
- Invoices Park Housing Society monthly as per pre-determined budget.
- Reports any need equipment repair to the Society Administrator for service and maintenance.

### **Qualifications:**

- High School Diploma or General Education Degree (GED).
- Minimum of two (2) years' culinary experience as a cook/kitchen leader in a commercial, hospitality or healthcare environment or two (2) years' experience as a professional caterer with private event and banquet catering experience.
- Food handler's permit as required by BC law and/or company standards.
- Working knowledge and experience with cooking, butchery, baking, and kitchen equipment.
- Physical ability to carry out the duties of the position and operate related equipment.
- Ability to develop and maintain harmonious relationships with all co-workers and residents including practicing diplomacy, empathy and patience while maintaining a positive attitude.
- Able to handle multiple tasks at one time.
- Food Safe Level 2

Remuneration:

The Caterer/Kitchen Manager (CKM) operates as an independent business which invoices Park Housing Society (Phase 3) monthly for the previous month's meals plus GST. The CKM covers all food costs and some operational costs (such as electricity & cleaning supplies). Park Housing provides and maintains all kitchen and dining room equipment and supplies gas & water utilities. The resident meal program is mandatory and all residents participate. There are currently 48 regular diners plus guests. Residents are encouraged to invite others. Residents from Gordon Park Housing Society (Phase 1 & 2) which is adjoining Park Housing and physically connected also attend meals whenever they desire to do so and sign-up in advance and pay the guest rate of \$12/each.

Current Meal Rates:

The current monthly resident meal rate is \$240/resident. The number of actual serving days varies each month but averages to about 22 meals/month. \$240 divided by 22 meals = \$10.91/meal/resident.

	<b>Resident / Guest</b>	<b>Park Housing Society</b>	<b>Caterer/Kitchen Manager</b>
Monthly Meal Package	\$240	\$30.58 / resident	\$209.44 / resident
Resident in attendance	\$10.91	\$1.39 / resident	\$9.52 / resident
Resident absent 5+ meals in a row	\$3.12/meal refund	\$1.39 / resident	\$6.40 / resident
Guest Meals	\$12	\$2 / each	\$10 / each