



Kitchen Manager

(Youth Outdoor Program)

Organization: Trails Youth Initiatives

Location: Stouffville, Ontario

Employment type: Full-time

Hiring Range: \$42 000 – \$55 000 annual salary

Hours:

- Prepares 3 meals, 2 desserts, and 2 snacks per day for approximately 60 people on weekends from May to October and daily in July and August
- Option to stay in overnight accommodations on-site

Openings available: 1 position available

Applications due: May 1, 2024

Who Are We?

Trails Youth Initiatives is a charity and private school that provides a long-term program for vulnerable youth in an overnight camp setting. Participants commit to our four-year program with a group of 20 of their peers: two weeks each summer, and one weekend per month during the school year. At this home-away-from-home, participants build positive engagement with Trails, the outdoors, and their authentic selves. Typical daily activities may include hiking, canoeing, swimming, camping, skiing, snowshoeing, and yoga.

About the Position

Reporting to the Lead Program Director, the Kitchen Manager is responsible for the day-to-day operations of the kitchen, ensuring that it runs smoothly and complies with safety regulations, cooking meals in accordance with health and safety requirements, and accommodating dietary requirements on weekends from May to October and daily in July and August. The Kitchen Manager will supervise a kitchen assistant.

Accountabilities include managing food services in strict compliance with ASL Food Service Management Guides; preparing healthy meals and snacks for participants; serving foods at designated times while meeting the highest standards of health, balance and taste;



monitoring inventory control and purchasing food to ensure proper stock levels; ordering supplies in accordance with the expected population of the lodge; maintaining a nut-aware and pork-free facility; inspecting and cleaning the facilities and equipment for regulatory compliance, and arranging for repairs or replacement as needed; and maintaining certifications in food preparation, service, sanitation and safety standards and procedures.

This position carries out its mandate within parameters set by the Charity. General responsibilities include contributing to a positive, healthy and safe work environment, collaborating across functions and knowing and understanding 'The Trails Way'. Being successful in this position requires strong organizational skills and the ability to estimate the amount of food that needs to be prepared and anticipate fluctuations. Crucially, you will be passionate about the Charity's mission to challenge and equip vulnerable youth to become contributing members of society.

Key Responsibilities

General

- Aligns behaviour with Charity mission and values
- Contributes to work culture of high collaboration, productivity and support
- Complies with Charity policies and procedures, including health and safety
- Maintains strict confidentiality and security of office files

Kitchen Management

- Prepares 3 meals, 2 desserts, and 2 snacks a day for approximately 60 people on weekends from May to October and daily in July and August
- Manages food services in strict compliance with ASL Food Service Management Guides
- Uses daily prep sheets and records product counts to ensure budget adherence
- Ensures that dietary requirements are met and maintains nut-aware and pork-free kitchen
- Ensures that foods are served at designated times while meeting the highest standards in terms of these being healthy, well-balanced, and tasty
- Inspects, cleans, and maintains sanitation and safety standards of kitchen facilities and equipment for regulatory compliance
- Maintains certifications in food preparation, service, sanitation and safety procedures



- Completes semi-annual food inspection with the Ministry of Health
- Monitors kitchen equipment performance and liaises with Facilities Manager to arrange for repairs or replacement and installation as needed
- Stores food products in compliance with safety practices (e.g. in refrigerators)
- Oversees Kitchen Assistant who helps with meal preparation and dishwashing
- Collaborates across functions and meets with supervisor to discuss potential issues
- Checks food plating and temperature and establishes table portion sizes
- Controls inventory and maintains proper minimum stock levels
- Estimates amount of food that needs to be prepared and anticipates fluctuations
- Negotiates with vendors to achieve optimal pricing and meet budgeted costs
- Keeps weekly and monthly cost reports
- Maintains appropriate levels of tools inventory and orders items as needed
- Orders supplies in accordance with the expected population of lodge at various times
- Ensures physical and emotional safety of kitchen staff and volunteers

Qualifications and Requirements

- Certification from a culinary school or degree in Restaurant Management
- Current Food Safety (Food Handler) certificate
- At least 3 years experience as Kitchen Manager, Camp Cook, Restaurant Manager, or Head Chef
- Excellent knowledge of best practices in kitchen sanitation and safety regulations
- Outstanding time management and organizational skills
- Strong numerical skills and ability to negotiate
- Strong interpersonal and communication skills
- Solid customer service skills
- Track record of achievement in:
 - Punctual attendance and schedule adherence
 - Planning menus and ordering supplies and ingredients
 - Preparing meats and vegetables in large quantities
 - Ensuring proper functioning of kitchen equipment
 - Compliance with sanitation and safety protocols



□ Overseeing kitchen staff

- Thoroughness and keen attention to detail
- Ability to provide reports and recommendations for review by supervisor
- Ability to connect with people from all backgrounds and varying degrees of experience
- Ability to switch tasks, respond to shifting priorities and refocus after interruptions
- Valid Ontario 'G' driver's license free of serious offenses under *Highway Traffic Act*
- Flexibility to work during evenings and weekends

Profile

- Passionate about food
- Sincere interest in helping youth
- Professional, conscientious, and punctual
- Unfazed under pressure

Note: as the Charity grows and legal requirements as well as our participants' needs change, management may change tasks assigned to this role accordingly.

Thank you for your interest

Please submit your cover letter and resume to opportunitites@trails.ca

To learn more, please visit our website www.trails.ca

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