

JOB OFFER

JOB DESCRIPTION

Community Chef & Kitchen Manager Meals on Wheels Central Kitchen

Volunteer West Island (VWI) is a non-profit organization located in Sainte-Anne-de-Bellevue that facilitates volunteerism by recruiting, training, and referring volunteers to meet the diverse needs of the Montreal West Island community. In addition, we assist seniors to remain autonomous by offering programs and services that break their isolation.

Overview

Reporting directly to the Central Kitchen Project Coordinator and the Executive Director, the ***Community Chef & Kitchen Manager*** works with a dynamic team of volunteers and is supported by VWI's staff to ensure the delivery of fresh meals to Meals on Wheels clients on a twice weekly basis. Volunteers assist the ***Community Chef & Kitchen Manager*** in the kitchen to produce healthy, well-balanced meals and ensure they are distributed on time to the volunteer drivers and deliverers. The kitchen is located in DDO.

Key Responsibilities:

Meal preparation and staffing

- Organize, manage and control the activities of a community kitchen
- Oversee the preparation of anywhere from 60 to 250 meals twice a week, including planning menus and developing recipes as needed
- Ensure food is of high quality and that meals are appealingly presented, and consistently and efficiently produced with low waste
- Manage weekly production to ensure a frozen meal substitute is available to those who are unable to eat the meal for health- or cultural- related reasons
- Ensure the timely transformation of occasional donations of food
- Guide, support and interact with teams of volunteers to ensure quality and timeliness of meals produced
- Provide leadership and direction to a volunteer kitchen staff. Assign work and provide food safety training and education as necessary
- Attend meetings, as required, with the Central Kitchen team either on site or at VWI
- Communicate with all staff, management and volunteers in a positive and productive manner

Cleanliness, Inventory, Maintenance and Storage

- Ensure the fundamental conditions and activities necessary to maintain a hygienic environment for food production, processing and servicing
- Establish suppliers and place orders according to the menu, client counts, usage and available budget
- Apply all food safety management systems according to health and safety standards: ensure all products are labelled and stored appropriately
- Ensure cleanliness and hygiene is maintained in all areas of the kitchen including the walk-ins and storage areas at all times
- Ensure record-keeping, maintenance of budget and timely invoicing

Competencies and Knowledge Requirements

- Minimum 2 yrs work experience as a Chef/Cook in a food services kitchen OR an equivalent combination of experience, education and training
- Knowledge and application of labor standards and basic principles of occupational health and safety as well as hygiene and sanitation rules
- MAPAQ certification in food hygiene and safety or Food Establishment Manager training is an asset

Skills

- Fluency in French and English
- Effective communication skills, dynamic, friendly and welcoming
- Ability to work under pressure and meet deadlines whilst being flexible to change
- Ability to manage, motivate and lead a team
- Ability to see the big picture and plan for immediate and long-term needs while working to a strict budget

Working Requirements and Conditions

- The job requires standing for long periods, squatting, bending over, reaching up and similar as well as working in cold storage areas. Must be able to periodically carry/lift/pull/push up to 50lbs unassisted
- Part-time permanent position – 21 hours/week
(Mondays 8-2, Tuesdays 8-2:30 and Thursday 8 to 2:30 pm)
- Competitive salary and excellent benefits (vacation, sick days, group insurance)
- Valid driver's license and use of a vehicle (required on occasion)
- Place of work: 72D Brunswick Blvd, Dollard-Des Ormeaux, QC H9B 2C5

Please submit your resume by mail to VWI's Head Office: 1, rue de L'Église, Sainte-Anne-de-Bellevue, (QC), H9X 1W4 or by email to: info@volunteerwestisland.org by March 10th, 2025

Only the candidates selected will be contacted for an interview