



**SAULT
STE. MARIE**

Job Vacancy

Position: Kitchen Lead – Senior Services
Job Posting: CD007-017-2024
Department: CDES
Division: Recreation & Culture
Status: Part Time

Wage Range: \$18.25
Job Class: 4
Shifts: < 30 hours/week
Posted: April 19, 2024
Closes: April 26, 2024, 4:30pm

Primary Duties and Accountabilities include, but are not limited to:

- Prepare and monitor production and preparation of food for service for the Seniors Active Living Centres and/or Community Centres.
- Ensure compliance and efficiency of food specifications, as per customer sales contract and /or food orders.
- Assist with ordering food and supplies; ensure stock rotation and quality control.
- Receive and store food products in accordance with Hazard Analysis Critical Control Point (HACCP) guidelines.
- Ensure Ministry of Health safe food handling procedures are followed.
- Maintain a high level of cleanliness in work areas.
- Comply with nutrition and sanitation regulations and safety standards.
- Set up and stock inventory.
- Ensure food is prepared and served simultaneously, when needed, in a timely manner.
- Provide input to assist with the monitoring, costing and pricing of menus.
- Maintain a positive and professional approach with coworkers and customers.
- Maintain a working knowledge of the City's Health & Safety Policies and Procedures.
- Assist with providing direction to staff and volunteers, as required.
- Evening and weekend shifts, as needed.
- Perform other related duties as required

Qualifications:

- Secondary School Diploma.
- Education in a related discipline; e.g. culinary arts, is an asset.
- One year professional culinary experience.
- Safe Food Handling.
- Excellent understanding of various cooking methods, ingredients, equipment and procedures.
- Attention to cleanliness and safety.
- Ability to work effectively and efficiently in a fast paced environment.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner.
- Comfortable with use of open wood and electrical ovens; exposure to heat.
- Ability to regularly lift and carry over 10 kg and high degree of standing and walking.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line CD007-017-2024 Kitchen Lead – Senior Services

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*