



## **Job Posting**

### **Kitchen Lead**

#### **Full Time:**

#### **Why work for OSHARE?**

Our desire is to be a provider for people striving to regain the basic necessities of life, restore their dignity and hope, empowering them to be full and active participants in the community. Through our core values, Owen Sound Hunger & Relief Effort strives to be known in the community as a trusted, comprehensive, valuable outreach to the people in need throughout Owen Sound and the surrounding area through its services and programs.

We respect and value the generous support of all our community partners, including social service providers, and faith groups. We are committed to nurturing in all our actions the core value of “what we have, we will share”.

Owen Sound Hunger & Relief Effort offers hope to individuals and families in need throughout Owen Sound and the surrounding area by providing:

- Balanced meals for the underprivileged
- A place where poverty and its effects are taken seriously
- Accurate and up to date information on related community services
- Transforming the unjust structures that foster poverty and hunger

The Kitchen Lead will perform cooking duties and kitchen management for the volunteers assisting in the kitchen. The Kitchen Lead is responsible for cooking a well balanced meal for approximately 200 people a night, while supporting volunteers and assisting with menu planning. The Kitchen Lead balances multiple responsibilities and has effective critical thinking, problem solving and time management skills.

#### **KEY AREAS OF RESPONSIBILITY**

All aspects of Kitchen Management and operations including:

Cooking – following safe food practices to prepare and cook food for the dinner service; and prep for lunch.

Creativity - be aware of, and show creativity for using, the food resources on hand. Help with weekly and daily menu planning.

Cleaning - in accordance with food handling safety practices:



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Guest Relations - have regard for the lives of guests, especially in those areas where OSHaRE can have a positive impact.

Volunteer Oversight - schedule food preparation activities for kitchen volunteers using information about daily menus to help meet cooking times. Oversee volunteers who are assisting in the serving of food follow safe food handling guidelines.

Provide coverage every 3rd Saturday.

- Perform other related duties as assigned

### **SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES**

- Experience working in large volume cooking
- Excellent communication skill, both written and verbal
- Able to prioritize, coordinate, and manage multiple activities
- Excellent organizational and time management skills
- Demonstrated ability to work with multiple areas of responsibility, take initiative, and prioritize accordingly
- Demonstrated ability to work independently and to set own priorities
- Demonstrated ability to maintain confidentiality.
- Strong interpersonal skills.
- Attention to detail and accuracy.
- Committed, reliable, flexible

### **EMPLOYMENT REQUIREMENTS**

Education

- Completion of High School Diploma
- Post-secondary certificate or diploma in cooking or a relevant field of study preferred

### **RELATED EXPERIENCE**

Experience in large volume cooking and kitchen management is essential

### **WORKING CONDITIONS**

- Working hours will vary within a 35-37 hour paid work week; with early evening and weekend work required



### **Job Posting**

The current wage scale for the position of Kitchen Lead is up to \$20.00 per hour.

#### **TO APPLY:**

Please submit a complete resume and cover letter quoting Kitchen Lead in the subject line to [info@oshare.ca](mailto:info@oshare.ca) by **March 20, 2021**.

We thank you in advance for your interest in the above-noted position. However, please note that only those applicants receiving an interview will be advised of the recruitment outcome.