

KINSMEN KOURTS I & II
Assisted Living for Seniors



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307 Davidson Street
Neepawa, MB R0J 1H0
Cell (431)351-0611

EXECUTIVE CHEF JOB DESCRIPTION

The Kinsmen Kourts Executive Chef is an energetic, motivated leader with operations management experience, preferably in a relevant sector such as a Retirement Living, Long Term Care or Hospitality. You thrive in leading passionate teams to deliver a superior culinary experience and would love to ensure our residents are satisfied with their meal program every day.

Scope of Position: The Executive Chef is responsible for performing the following activities; All aspects of food service production and presentation with emphasis on portion control, waste control, proper sanitation and safety. The Executive Chef prepares all food according to menu and considers resident allergies. The Executive Chef must meet food safety requirements.

Qualifications:

- Grade 12 education
- Completion of a relevant leadership or supervision certificate based program considered an asset
- Post Secondary degree or diploma in Culinary Arts or equivalent experience
- Demonstrated leadership and managerial ability
- Ability to maintain positive working relationships with coworkers and residents

Responsibilities:

1. Develop a culinary plan to ensure quality satisfaction with both long and short- term goals.
2. Responsible for the day-to-day operation of kitchen and all food management
3. Develop monthly menu that includes resident choice of meals. Analyze recipes and make menu changes when necessary to minimize overhead costs while still keeping residents happy.
4. Enhancing food quality by creating standards for all kitchen staff
5. Responsible for all ordering and oversees inventory of supplies required to run kitchen efficiently.
6. Collaborates with Executive Director to recruit, interview, and maintain kitchen staff
7. Represents the culinary team at regular resident meetings as required.
8. Prepares a monthly financial report for the Board of Directors

9. Works with Executive Director to ensure food, beverage and labor budgets are maintained and monitored.
10. Ensures all kitchen equipment is running efficiently and arranges repairs or new parts when required.
11. Supervise all kitchen workers and will give annual performance reviews.
12. Complies with the Occupational Health and Safety Act, Workplace Safety and Insurance Act and Workplace Hazardous Material Information System. This includes recognizing health and safety hazards, reporting incidents, fulfilling responsibilities under the applicable legislation, as well as participating in in-services and fire drills.

Communications:

- Communicates with co-workers both individually and as a group to promote efficiency and high morale within the Kitchen.
 - Communicates with residents and their families to ensure best customer services are achieved.
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