



ASSISTANT MANAGER CATERING

JOB POSTING

Position Title:	Assistant Manager, Catering	Employee Group:	Full-Time
Department:	Facilities	Classification:	Non-Union
Posting #:	FAC AMC PERM FT-2022-06	Hourly Rate:	TBD
Application Deadline:	Until Filled	Hours/Week:	37.5 hours per week
Application Details:	Submit Resume and Cover Letter	Hours:	Tuesday to Friday 1000 h to 2000 h, may vary
Start Date:	ASAP		

Holland Christian Homes is seeking energetic and motivated Assistant Catering Manager to join its team. We offer a competitive salary, benefits, EFAP, RRSP and more!

ORGANIZATION BACKGROUND:

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a growing, dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere

POSITION SUMMARY:

The Assistant Manager Catering will report to Catering Manager, provide hot lunches and dinners to tenants, staff and families in a restaurant in dining setting and for pre-order pick up. Assist in the proper preparation and service of the meals. Assist in the procurement of supplies and ensuring the freshness and quality of the ingredients. Hours will vary according to demand, but expected to be Tuesday to Friday 10am to 8pm with service provided to in dining customers from noon to 7.00 pm, take-out until 6.30 pm.

Major duties and responsibilities include:

- Provide proper and effective meal service.
- Provide excellent level of customer service, representing the culture of HCH.
- Operate electric, gas cooking equipment and kitchen utensils.
- Facilitates payments.
- Assist in preparing monthly budget.
- Plan cooking schedules to have food ready on time but not too far in advance, ensure maintenance of proper serving temperatures.
- Prepare servings according to portion control standards. Uses creativity and appropriateness in service methods and garnishes used.
- Set up food in steam tables.
- Plate and serve or put meal in take-out containers.
- Responsible to store food supplies properly, monitor effective usage of leftovers.
- Makes sure that all food storage containers are labeled and dated.
- Maintain high degree of cleanliness, handles and prepares food in accordance with sanitary standards. Ensure kitchen is cleaned at end of day and/ before start of day.
- May check deliveries from various vendors as required.
- Perform related work as assigned, uses initiative in general.
- Report faulty working equipment, accidents, problems to Maintenance Manager and/or records them on the maintenance log.



- Promote a safe workplace through hazard reporting, adherence to safe work practices, and participation in safety training.
- Perform other duties and responsibilities as assigned

Qualifications:

- Post-secondary school graduation diploma from a recognized culinary arts program, hospitality management program or equivalent.
- Min. one years' experience in large quantity institutional cooking and catering services.
- Must complete the Food Service Program and maintain updated Food Services Handling Certificate.
- Familiar with Food Safety laws, Public Health regulations and Occupational Health and Safety Act and any related legislations.
- Strong customer service and interpersonal skills in interacting with catering customers that includes tenants, staff, family members and any internal and external stakeholders.
- Strong communication and organizational skills to assist with the Manager to ensure smooth running of operations.
- Good judgment skills and the ability to handle and maintain confidential information
- Must read, write and speak English fluently.
- Ability to understand and/or speak the Dutch language an asset.
- Clear TB test, annual flu immunization, Covid vaccination (unless medically exempt).
- A satisfactory and current Vulnerable Sector Screening.

Interested and qualified applicants should forward a resume and cover letter in Word or PDF format (as ONE document), indicating the Posting Number to Human Resources at jobs@hch.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.

Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.

Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.