



MANAGER CATERING

JOB POSTING

Position Title:	Manager Catering	Employee Group:	Full-Time
Department:	Facilities	Classification:	Non-Union
Posting #:	FAC MC PERM FT – 2022-05	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 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 Catering Manager will report to Director of Facilities, design menus and provide hot lunches and dinners to tenants, staff and families in a restaurant in dining setting and for pre-order pick up. Responsible for proper preparation and service of the meals. Responsible for procurement of supplies and ensuring the freshness and quality of the ingredients. Responsible for upkeep of the kitchen and overseeing the staff to serve the food and assist with meal preparation. Hours will vary according to demand, but expected to be Tuesday to Friday 10am to 8pm with service provided from noon to 7pm.

Major duties and responsibilities include:

- Plan appealing menus and recipes.
- 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.
- Facilitate payments. Monitors revenues and changes in demand.
- Prepare 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.
- Responsible to store food supplies properly, monitor effective usage of leftovers.
- Verifies that all food storage containers are labeled and dated.
- Monitors and logs temperatures of refrigeration equipment.
- 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.
- Three 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, 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 skills to interact with the Assistant Manager to ensure smooth running of operations.
- Excellent coordinate and organizational skills to coordinate and organize the activities of catering services to ensure customer satisfaction and increased returns.
- Excellent number-crunching skills in conducting negotiations with customers and analyzing financial records, if any.
- Excellent problem solving, conflict resolution, and decision-making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to understand and/or speak the Dutch language an asset.
- A satisfactory and current Vulnerable Sector Screening.
- Clear 2 Step TB Test and Flu Immunization
- Full-Covid-19 vaccination, and Booster dose (recommended unless medically exempt).

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.