

**POSITION:** Chef, Charlottetown & Montague Locations

**RESPONSIBLE TO:** Site Supervisor

**NATURE OF WORK:** The Chef will develop and implement the nutrition program for Summer Camp Programs at BGC Charlottetown and BGC Montague, in collaboration with and under the direction of the Site Supervisor of each location. He/she will ensure the menu remains in accordance with nutritional standards, the Early Learning and Childcare Act and the Club's goals of increasing the health and well-being of our members. He/she will adhere to our core values which are developed by the National Boys & Girls Club and will maintain the general policies and the mission of our individual Clubs as formulated by the Executive Director and Board of Directors. He/she will be responsible and accountable for planning the Summer menu (including two snacks and one meal each day Monday-Friday), shopping for and/or ordering supplies and ingredients, coordinating deliveries, maintaining and organizing inventory, preparing and cooking snacks and meals, and ensuring all children are served when possible. He/she will split their time between BGC Charlottetown and BGC Montague and report directly to the Site Supervisor of each location.

***Note:** This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such position. The confidentiality of Boys and Girls Club affairs shall be respected and practiced at all times.*

**Responsibilities:**

- Work in co-operation with and under the direction of the Site Supervisors to create a Summer menu for 73 children (49 in Charlottetown and 24 in Montague) which includes one morning snack, lunch, and one afternoon snack, 5 days per week for 10 weeks.
- Work three days per week in Charlottetown and two days per week in Montague.
- Prepare meals and snacks that can be stored in advance and prepared with little difficulty.

- Be informed of, and accommodating of food allergies and special medical and dietary requirements of the centre children
- Maintain inventory of food and supplies needed to implement the prepared menu. Shop for food and supplies. Order food and supplies for delivery from local suppliers. Coordinate and receive deliveries. Store food and supplies in a clean and tidy manner.
- Cook and/or prepare meals and snacks in accordance with daily camp schedule and assist with serving to children.
- Prepare and pack lunches and snacks for field trips as required.
- Foster teamwork and aim to create a positive work culture that encourages constructive feedback.
- Adhere to a budget put in place by the Programs Director, and coordinate menus according to the monies allotted. Consult with the Programs Director to request additional funds as needed.
- Maintain cleanliness and sanitizing protocols and inventory controls of all equipment in the Club kitchens (i.e., ensure dishes, floors, counters, fridge and stove are clean and maintained. Communicate any problems in the building to the Site Supervisor or Programs Director immediately when they occur to prevent further costs associated with repair)
- Perform other such related duties, responsibilities and functions as assigned.

#### **KNOWLEDGE AND ABILITIES REQUIRED**

- Demonstrated ability to plan, organize and implement food and nutrition programs
- Demonstrated understanding of the hazards and safety precautions applicable to the work environment.
- Strong written and oral communication skills.
- Creative thought process, and ability to “think outside the box”
- Strong time management skills, including the ability to think, act and work accordingly when unplanned situations arise.
- Strong organizational and interpersonal skills.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma.
- Food Safety Certification
- 1-2 years of food service experience, preferably for large groups.
- Additional training, seminars related to nutrition and food preparation would be an asset.
- First aid certificate
- Criminal record check and vulnerable sector check.

- Class 5 Driver's license and access to reliable vehicle

**SALARY RANGE:**

Salary range will range from \$14.00-\$16.00 per hour and will commensurate with qualifications and experiences.