



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Kitchen Manager/Executive Chef

Kids in the Hall Bistro

Job Purpose

To manage and maintain the kitchen operation side of the bistro. Train and evaluate youth staff and participants.

Duties and Responsibilities

- Plan and direct food preparation and cooking activities.
- Plan menus and ensure food meets quality standards.
- Estimate food requirements and estimate food and labor costs.
- Supervise activities of sous-chef.
- Arrange for equipment purchases and repairs
- Assist with recruiting and hiring, supervise cooks and other staff.
- May prepare and cook food on a regular basis, or for special guests or functions.
- Prepare and cook complete meals or specialty foods, such as pastries, sauces, soups, salads, vegetables and meat, poultry and fish dishes, and create decorative food displays for special events such as banquets
- Instruct cooks and participants in preparation, cooking, garnishing and presentation of food.
- Create new recipes.
- Supervise cooks and other kitchen staff.
- Requisition food and kitchen supplies.
- Other duties may be assigned as needed.

Qualifications

- Completion of secondary school.
- Cook's trade certification, or equivalent credentials, training and experience, are required.
- Management training and several years of experience in commercial food preparation, including two years in a supervisory capacity and Experience as a sous-chef, specialist chef or chef.

Working Conditions

Work 40 hours per week some evening and Weekend shifts, in a variety of setting

Salary Scale

Starting: Leader I \$ \$19.97/hr - \$21.70/hr plus benefits

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.