

## JOB POSTING

### Assistant Manager, Kitchen Production

Daily Bread's vision is to end hunger in our city and to that end we require both food to assist those experiencing hunger and funds to make sure we can maintain our operations as well as purchase nutritious food. We are looking for an Assistant Manager, Kitchen Production who will be responsible for the production of prepared foods for Daily Bread and member agencies. The Assistant Manager, Kitchen Production will work in collaboration with and under the direction of the Food Services Manager in the planning, preparing and delivery of prepared meals for distribution to member agencies.

<b>Job Title:</b>	Assistant Manager, Kitchen Production
<b>Reporting to:</b>	Food Services Manager
<b>Location:</b>	191 New Toronto Street, Toronto, ON, M8V 2E7
<b>Terms:</b>	35 hours a week Daily Bread offers a competitive <b>employer-paid</b> benefit package after three months and an opportunity to join the Group RRSP after one year.

### RESPONSIBILITIES

- Responsible for opening of the kitchen, including starting up equipment.
- Planning, adherence to, and maintenance of recipes for prepared foods in collaboration with the Food Services Manager.
- Determine advance ordering of prepared foods by meal program member agencies in collaboration with Food Services Manager.
- Engage with member agencies to determine and maintain suitable, high quality prepared foods.
- Works with Operations to deliver prepared foods on time and according to demand.
- Supervise the Production Assistant in the preparation of recipes.
- Ensure that production activities adhere to defined / budgeted food costs.
- Orders and maintains food inventory for production. Keep updated records of inventory of product within production areas including coolers, freezers, and dry storage. Receive deliveries and ensure all stock is rotated and adhere to "first in-first out" process.
- Orders and maintains cleaning chemicals required for kitchen operations in collaboration with the Food Services Manager.
- Works with Operations and Food Services Manager to reduce food waste by turning donated items into prepared foods for food bank member agencies.

- Where needed, use company van for donation pick ups, food shows and other events.
- Demonstrate a high level of professionalism towards staff and volunteers.
- Supervise and inform volunteer group activities as required.
- Supervise and actively participate in the maintenance and cleaning of the kitchen by volunteers and assistants in accordance with Public Health and WHMIS standards.
- Train new staff and volunteers in kitchen operations.
- In absence of Food Service Manager facilitate communication with and needs of other departments.
- Ensures proper food handling standards are adhered to by all volunteers and staff.
- Any other duties as assigned.

### **INTERNAL/EXTERNAL RELATIONSHIPS**

The Assistant Manager, Kitchen Production reports to the Food Services Manager. This position is a member of the Kitchen team and works cooperatively with other departments in Daily Bread on an as-needed basis. Occasionally the Assistant Manager, Kitchen Production will work with other groups, including staff of member agencies, volunteer during Food Drives and other fundraising activities, including working with corporate volunteer groups as required.

### **EDUCATION/EXPERIENCE/EQUIVALENT)**

- Degree or diploma from known culinary institution.
- Minimum of five years' experience within the food sector industry, preferably industrial, high-volume production.
- Minimum of two years' experience in a supervisory capacity.
- Experience in a diverse work environment with volunteers, including those who may face challenges around mental, medical and/or social health or as newcomers to Canada an asset.
- Experience working in the not-for-profit sector.
- Food Handling, WHMIS, and Nutrition knowledge / certificates an asset.
- Driver's licence an asset.

### **KEY COMPETENCIES**

- High performance standards and commitment to continuous improvement.
- Creativity and flexibility in developing balanced, varied and nutritious weekly menus while working with donated food.
- Requires experience and patience in showing respect for people who face mental/medical health issues, abuse, social isolation and those who are newcomers to the Canadian workplace.
- Basic computer skills and knowledge of MS Office and e-mail.
- A team player with good interpersonal skills.
- Good language skills, both verbal and written.
- Ability to multi-task and effectively manage time and stress.

### **WORKING CONDITIONS**

- This position works in an industrial kitchen with a connected cafeteria beside a busy warehouse. There is a shared office.
  - This is a physically demanding job. There is constant standing, bending, and stretching; a need to operate a manual pump truck to move skids of unprepared and prepared food (training will be provided), going into walk-in fridges and freezers for short periods of time, and a requirement to lift to 50 lbs.
  - The shift is normally Monday to Friday from 7:00 a.m. to 3:00 p.m.
  - Occasional evenings and weekends may be required to assist with catered events, public food sorts and attending Toronto food shows for procurement of donations.
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## How to Apply

To be considered, forward a covering letter stating why you are suitable for the role along with your résumé by **Friday, March 27, 2020** to Human Resources – [hr@dailybread.ca](mailto:hr@dailybread.ca)

*Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview. **Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups.** Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.*