

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

Job Description

Kitchen Lead Cook

## **PURPOSE OF THE POSITION**

Reporting to the Matawa Care Centre Manager and the Executive Director, the Kitchen Lead Cook (KLC) is responsible for the organization, meal planning, budgeting, ordering, scheduling and daily operations of the kitchen and kitchen staff for the Matawa Education and Care Centre. The KLC will be first in command within the MECC kitchen and will be responsible for providing daily meals to students attending school and living in the Matawa Student Care Centre (MSCC). The KLC will be responsible for working with the Care Centre Manager in all duties associated with the kitchen, developing policies for the food service staff and dealing with the day to day operations of the kitchen and cafeteria.

## **SCOPE**

The Matawa Student Care Centre is 24-hour accommodations that runs the duration of the school year. The Kitchen in the Matawa Education and Care Centre will service all students attending the MECC as well as all students residing in the accommodations. The kitchen will provide 3 meals a day, 7 days a week plus additional snacks and special occasion food. The Kitchen Lead Cook will help the Care Centre Manager to develop budgets and ordering procedures as they relate to the kitchen and food service, based on direction from the Executive Director. The KLC is responsible for assisting the Care Centre Manager with the preparation of budgets, work plans, quality assurance and reports for the MECC Kitchen. In addition, the KLC will ensure kitchen staff read, understand, and accept all MFNM Policies and Procedures, and will take the lead on the supervision of kitchen staff as per Matawa personnel policies and procedures. The KLC will be the lead in the day-to-day operations of the kitchen. The KLC will ensure they have a consistent focus towards the goals and vision of the MSCC regarding health and nutrition

## **RESPONSIBILITIES**

### **1. Planning**

#### Main Activities

- Work with Students, Elders, Community members to plan a nutritious, culturally representative menu and ensure ordering and budgeting reflects this process;
- Establish policies and procedures for the operation of the kitchen and liaise with the Care Centre Manager and Executive Director;
- Provide consistent supervision and training opportunities for kitchen staff in meal preparation, food waste reduction and health and safety;
- Ensure the kitchen is adequately staffed with prep cooks/dishwashers and the meal service runs smoothly and efficiently;
- Notify the Executive Director and Care Centre Manager of urgent safety issues/situations as quickly as possible, while following the specific policies and procedures for incident reports;
- Create a work plan for the kitchen operations together with the Care Centre Manager, to be reviewed by the Executive Director;

### **2. Organization**

#### Main Activities

- Manage inventory for all food, supplies and kitchen equipment within the MECC kitchen;
- Seek ways to improve kitchen processes, food waste reduction, and cook training to optimize the operations of food service;
- Responsible for hiring, training and supervising all kitchen staff and ensuring after hours duties are being upheld;
- Ensure health and safety standards are met/exceeded within the kitchen, including scheduled maintenance and deep cleaning of industrial kitchen equipment;
- Provide support to the Executive Director and Care Centre Manager in the implementation and monitoring of the Thunder Bay District Health Unit regulations regarding the kitchen and its operations;
- Assist the Care Centre Manager in monitoring the MECC kitchen work plan, activities and financial revenues and expenditures on a monthly, quarterly and annual basis;
- Provide support to the kitchen staff working in the MSCC after hours;

### **3. Staff Supervision**

#### Main Activities

- Schedule staff for 7 day a week service;
- Take the lead in the mentorship and supervision MECC kitchen staff to ensure consistent, high levels of job performance;
- Assist in the review and revision of job descriptions for MECC kitchen positions as required under the MFNM Human Resources Policy and Quality Assurance;
- Maintain positive working relationships with vendors and suppliers;
- Maintain positive working relationships with fellow co-workers and MECC Administration;
- Maintain positive communication with students of the MECC and living in the MSCC and engage them in ideas for the menus or recipes when appropriate to do so;

### **4. Administrative**

#### Main Activities

- Plan all menus for students living in the Care Centre as well as breakfast and lunches for students attending the MECC;
- Prepare reports on health and safety regarding kitchen operations and present to the Executive Director for approval;
- Record information on the success of planned menus and the costs associated;
- Assist the MSCC Manager in presenting to the Board of Directors regarding the day to day activities of the Matawa Student Care Center;
- Ensure all menus and recipes are implemented according to Thunder Bay District Health Units risk assessment for food premises;
- Perform other duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Diploma in the field of Culinary/Hotel Management is preferred;
- Knowledge and training in safe food handling;
- Knowledge of First Nation education, cultures and life styles;
- Knowledge of legislation, regulations, policies and procedures for safe food handling in a congregate care setting;
- Knowledge of office administration and procedures is an asset;
- Ability to speak Ojibwe, Cree or Oji-Cree is an asset;
- Ability to maintain a high level of confidentiality;

### **Skills**

The incumbent must have proficient skills in the following areas:

- Excellent understanding on food handling, menu planning, recipe creation and training;
- Excellent oral and written communication skills;
- Strong interpersonal and leadership skills;
- Ability to obtain a Vulnerable Sectors Criminal Reference Check;
- Analyzing and problem-solving skills;
- Excellent decision-making skills and crisis response skills;
- Effective negotiation and mediation skills;
- Excellent stress and time management skills;
- A valid Ontario Driver's License;

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of KM. The incumbent must also demonstrate the following personal attributes:

- Excellent interpersonal and communication skills;
- An ability to adjust to changes
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators;
- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Demonstrate sound work ethics;

## **Education/Training/Certification**

- College diploma in one of the following areas: Red Seal Chef Certification or Culinary and Hotel Management; and equivalent supervisory work experience; is considered an asset;
- Successful Cooking and Supervisory experience preferred;
- Proven ability to manage a kitchen setting;
- Demonstrated working knowledge of Anishinaabe students and family cultural needs;

## **WORKING CONDITIONS**

### **Physical Demands**

The KLC may have to travel throughout the community and/or to Matawa communities in all weather. They may have to lift, carry and manage equipment and supplies. The KLC may have to spend long hours sitting and using office equipment, computers, and attending meetings.

### **Environmental Conditions**

The MSCC is a busy facility. The KLC will have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The KLC may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The MSCC may be noisy and busy making it difficult for the KLC to concentrate.

### **Mental Demands**

The KLC will be responsible for the care of under-age youth, this responsibility is regarded as the most important aspect of their day-to-day work of the. The KLC may have to manage a number of requests at one time. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

# **CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Executive Director's Signature                      Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.