



# Employment Opportunity

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**Position:** Culinary Supervisor

**Location:** Manidoo Baawaatig, Kenora Campus

**Start Date:** November 2024

**Deadline:** November 4, 2024 at 4pm CST.

**Wage:** \$35.00/hour based on a 35-hour work week, Vacation leave, competitive benefits package and registered pension plan (RPP) included.

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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



**Email:**

Attn: Human Resources Department  
[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Mail:**

Attn: Personnel Committee  
Seven Generations Education Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6



**Fax:**

Attn: Personnel Committee  
(807) 274-8761

Please direct any questions regarding this opportunity to Marc McPherson, Director of Facilities at [marcm@7generations.org](mailto:marcm@7generations.org)

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.



# Culinary Supervisor

Job Description, Manidoo Baawaatig, Kenora

## General description

The Culinary Supervisor prepares and oversees catering operations of the daycare facilities. The Culinary Supervisor works collaboratively with the Director of Facilities to supervise and train the kitchen staff at Niizhwaaching Aanikoobijigeng Gikinoo'amaadiiwigamig. The incumbent is required to assist in the management of kitchen staff and ensure they are in compliance with all Organization and industry regulations and standards through the adherence and enforcement of sanitary and safe food handling guidelines, at all times.

## Qualifications and skills requirements

1. Culinary Education Trade Papers, Red Seal or equivalent.
2. Minimum of five years work experience in the trade of cooking.
3. Three years as Head or Culinary Supervisor position in a high-volume environment preferred.
4. An equivalent combination of education and experience may be considered on a case-by-case basis.
5. Certifications as required to comply with provincial regulations.
6. Food Safe Certification
7. Extensive knowledge of food handling and sanitation standards.
8. Understanding of purchasing and maintenance of kitchen equipment.
9. Understanding of Banquet and Catering operational procedures and best practices.
10. Ability to prioritize tasks and manage time effectively.
11. Proven ability to collaborate and develop effective working relationships with other team members.
12. Effective decision making, problem solving and conflict resolution skills.
13. Ability to understand and manage operating budgets, forecast and scheduling.
14. Excellent communication and interpersonal skills.
15. Self-motivated, with a positive attitude and a consistent display of professionalism.
16. Innovative, detail oriented, and quality conscious.
17. Ability to recognize, influence and follow food service trends in preparation and presentation.

**Supervisor:** Director of Facilities

## Job duties/responsibilities

1. Working with the Director of Facilities, coach, lead, train and develop kitchen staff at Niizhwaaching Aanikoobijigeng Gikinoo'amaadiiwigamig
2. Ensure consistent food preparation and the highest calibre of food presentation, continuously striving for improvement.



3. Effectively communicate with all departments, specifically with the banquet, and catering staff.
4. Work collaboratively with the Banquet/Event Chef to ensure the cleanliness and hygiene in the various kitchen areas including refrigerators and storerooms; ensure that food products are rotated to provide customers with the highest standard of freshness.
5. Ensure refrigerators and storerooms are organized and maintained on a daily basis and that all food products are stored in accordance with first-in-first-out and industry standards.
6. Supervise and participate in the production and plating of food service areas for the daycare facility.
7. Provide input for menus and menu items - create, develop, and recommend recipes for daycare facility, to create a consistent and quality product.
8. Order inventory of food and beverage products to ensure inventory levels are sufficient to meet daycare facility needs.
9. Assist and coach other staff to meet the deadlines.
10. Take proactive efforts to minimize waste and maximize quality.
11. Create, implement and maintain department objectives and ensure they are met and exceeded.
12. Ensure that the morale of the kitchen staff is maintained.
13. Strive to advance knowledge, skills and abilities and consistently share these with others.
14. Respond in a positive and timely manner to all internal and external requests and complaints, while meeting the Seven Generations Education Institute standards to exceed the clients' expectations.
15. Strive to uphold a safe working environment.
16. Other duties may be assigned as required.

## Relationships

### *Internal*

1. Daily interactions with staff and students
2. Reports to and interacts with the Director of Facilities

### *External*

1. Works with KDSB daycare staff
2. Liaise with Seven Generations Education Institute and KDSB daycare staff
3. May interact with members of the public on occasion
4. Deal with vendors and other outside suppliers of food and food-related equipment

## Working conditions

- Normally a seven (7) hour workday.
- May be required to work overtime, evenings and weekends on rare occasions, as directed.
- Moderate physical activity for extended duration.



- May occasionally require heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds.
- Work environment involves frequent exposure to hazards or physical risks, which require following basic safety precautions including use of provided personal protective equipment.
- On occasion may be potentially exposed to behaviourally difficult or violent clients / students.
- Work may involve occasional exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Moderate concentration is necessary for short periods.

## Conditions of Employment

- Must provide a satisfactory vulnerable sector check
- Must possess a valid Class 'G' Drivers license and have access to reliable transportation