



Employment Opportunity

Position: Banquet/Event Chef

Location: Kenora Campus

Start Date: May 2026

Deadline: May 15, 2026

Duration: Full-time, Permanent

Wage: \$33.36/hr based on a 35-hour work week. Vacation Leave, competitive benefits package and registered pension plan included.

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 is preferred.**



Email:

Attn: Human Resources Department
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 Brian Kozak, Campus Director, Manidoo Baawaatig at briank@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.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Banquet/Event Chef

Job Description, Manidoo Baawaatig, Kenora Campus

General description

The Banquet/Event Chef oversees all catering operations of the kitchen. The Banquet/Event Chef supervises all kitchen staff, participates in the training and development of staff for banquet/event functions. The Banquet/Event Chef determines menu changes, equipment and ingredients necessary to provide the highest level of service and handles special menu requests. The Banquet/Event Chef is required to manage the kitchen staff for events 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, preferred.
2. Certifications as required to comply with provincial regulations.
3. Food Safe Certification.
4. Minimum of 18 years of age to handle alcoholic beverages.
5. Minimum of 3 years' experience in a Head or Banquet/Event Chef position in a high-volume environment.
6. Minimum of 8 years' combined experience in the trade of cooking.
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. Effective decision making, problem solving and conflict resolution skills.
11. Ability to understand and manage operating budgets, forecast and scheduling.
12. Excellent communication and interpersonal skills.
13. Self-motivated, with a positive attitude and a consistent display of professionalism.
14. Innovative, detail oriented, and quality conscious.
15. Ability to recognize, influence and follow food service trends in preparation and presentation.

Supervisor: Director of Facilities/Rainy Lake Campus Director

Job duties/responsibilities

1. Coach, lead, train and develop kitchen staff.
2. Ensure consistent food preparation and the highest calibre of food presentation, continuously striving for improvement.
3. Effectively communicate with all departments, specifically Banquet, and catering staff.
4. 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 all food service areas.
7. Provide input for menus and menu items - create, develop, and recommend recipes for staff, to create a consistent and quality product.
8. Order inventory of food and beverage products to ensure inventory levels are sufficient to meet banquet 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.

Working conditions

1. Normally a seven (7) hour workday.
2. May be required to work overtime, evenings and weekends on rare occasions, as directed.
3. Moderate physical activity for extended duration.
4. May occasionally require heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds.
5. Work environment involves frequent exposure to hazards or physical risks, which require following basic safety precautions including use of provided personal protective equipment.
6. On occasion may be potentially exposed to behaviourally difficult or violent clients /students.
7. Work may involve occasional exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors.
8. Limited travel requirements.

Conditions of Employment

1. Must provide a satisfactory criminal reference check.