



Stella's Circle
Creating Community Together

Chef Coordinator Full-Time Position

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Hungry Heart Café & Catering is a social enterprise that empowers people experiencing poverty and homelessness through job training and employment in the food service industry.

Utilizing the culinary arts as a training tool for high-risk populations with significant barriers to employment is a proven pathway to stable employment and increased self-reliance. For seventeen years, The Café, with its popular dine in, catering and contract meals businesses have provided opportunities for participants, apprentices and employees to work together creating great food, community meals, training and employment.

We are currently recruiting a dynamic and inspired professional to join the Café team. The Chef Coordinator leads a welcoming training kitchen all while modelling employability skills including teamwork, productivity, working with a sense of urgency, and a commitment to excellent food. Overseeing all facets of food preparation at the Hungry Heart Café, the chef works closely with kitchen staff to support participants training in basic food preparation skills. Job duties include planning, preparing, and executing meal production; inventory management; executing menu and recipe standards that encourage staff and participants to take pride in their work and community impact.



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What You'll Do

Essential Duties and Responsibilities:

- Oversee day-to-day operation of the kitchen, coordinate food production schedules, and ensure highest level of food quality, taste, and presentation.
- Participate in actual food preparation; produce food of consistently high quality, taste and presentation; and expedite during peak meal periods as needed.
- Control food cost by utilizing the proper methods of food preparation, handling, and storage.
- Ensure all kitchen employees and participants consistently adhere to uniform, grooming, and appearance standards.
- In conjunction with the Manager of Social Enterprise, maintain financial and social goals for the Café, anticipate and resolve problems concerning all facets of the kitchen, anticipate trends, and enact approved profit-oriented and cost saving ideas/activities.
- Establish and require strict adherence to sanitation, and food handling guidelines.
- Ensure adherence to recipes and product specifications;
- Maintain effective communication and working relationship with the kitchen and program staff, be responsive to staff suggestions and concerns, and work to resolve problems.
- Assist with completion of daily food orders based upon projected levels of business.
- Ensure adherence to all food and kitchen safety standards in production, storage, and dishwashing areas.
- Ensure training is executed with students on core kitchen competencies.

What You'll Bring

- Five to ten years of experience commercial kitchen; or Banquet and Catering experience.
- Formal culinary training, Red Seal preferred.
- A passion for excellence through teamwork, positive change, and communication.
- Strong leadership skills.
- Demonstrated coaching style reflecting respect, wisdom and compassion.
- Experience working with individuals impacted by poverty.
- Valid driver's license, with a clean driving record may be required.



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- National certification in food safety and sanitation principles.
- A satisfactory certificate of conduct and vulnerable sector check.
- Current First Aid training.
- Enhanced Reliability Status with Public Services Procurement Canada.

The Details

This is a 6-month full-time contract position, with the possibility of an extension. The salary range for this position is \$51,890.75 - \$56,099.32. Stella's Circle offers health and dental, long term disability insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation.

How to Apply

Please send cover letter and resume by 5:00 pm on October 4th to:

Human Resources Specialist
Stella's Circle
Fax: (709) 738-7808
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.