



Stella's Circle

Creating Community Together

Catering Chef & Food Services Instructor Hungry Heart

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, championing growth and transformation through housing, mental health, and employment.

The Position

The Catering Chef & Food Services Instructor supports the safe, efficient, and high-quality operation of the Hungry Heart Catering Operations while serving as the primary food services instructor for Social Enterprise Training (SET) participants and Skills Discovery students. The role combines hands-on food production with practical instruction, coaching, and mentorship to support participant skill development and workplace readiness.

Working collaboratively with the Chef Coordinator and catering team, the position coordinates daily catering production, order readiness, food preparation, inventory requirements, and related administrative activities. The role also contributes to menu development, food and labour cost control, consistent product quality, timely customer service, and a strengths-based, trauma-informed learning environment.

The position provides day-to-day work coordination within the catering kitchen. Formal supervision, performance management, and other people-management accountabilities remain with the Chef Coordinator.

What You'll Do

Participant Instruction & Development

- Serve as the primary food services instructor for SET Cafe participants and Skills Discovery students, providing practical instruction, demonstrations, and supervised opportunities to develop kitchen and employment skills.

- Provide strengths-based, trauma-informed coaching, feedback, and mentorship that support participant learning, confidence, safety, and workplace readiness.
- Complete Employment Skills Assessment Tool (ESAT) assessments accurately and within required timelines, contribute relevant observations, and participate in case consultations.
- Model professional conduct, respectful communication, teamwork, reliability, and safe work practices for staff, trainees, and participants.

Catering Production & Kitchen Coordination

- Coordinate the day-to-day operation of the catering kitchen with the Chef Coordinator and provide clear work direction to catering cooks, trainees, and participants.
- Review daily catering requirements and create, prioritize, and execute production and preparation lists to ensure orders are complete, accurate, and ready for delivery or pick-up on time.
- Prepare sandwiches, salads, sauces and dressings, platters, snack boxes, Meals Squared products, and other menu items in accordance with recipes, quality standards, and production requirements.
- Confirm that each catering order includes all required food, packaging, service, and non-food items and provide preparation support to other kitchen stations as operationally required.

Menu Planning, Inventory & Cost Control

- Work with the Chef Coordinator to develop, test, and cost menu items, considering customer needs, production capacity, and seasonal availability.
- Prepare inventory requirements and purchasing lists based on confirmed and anticipated catering orders and complete shopping for the Cafe when assigned.
- Monitor portions, production levels, inventory, and waste to support food and labour cost targets and maintain product consistency.
- Prepare Meals-Squared products each week and maintain accurate related inventory records.

Order Administration & Client Service

- Maintain accurate catering client, order, and quotation information in the designated database and update records as new or revised information is received.
- Communicate order details and changes promptly to the Chef Coordinator and relevant team members to support coordinated production and service delivery.
- Support timely, accurate, and professional service for catering clients throughout order preparation, packaging, delivery, and pick-up processes.

Food Safety & Operational Support

- Maintain high standards of food safety, hygiene, sanitation, and workplace safety and ensure established procedures and required protective equipment are consistently used.
- Identify and promptly report food-quality, equipment, inventory, safety, participant-support, or operational concerns to the Chef Coordinator.
- Work collaboratively across Hungry Heart Cafe and Stella's Circle, adapt priorities, and perform other related duties as required to meet program and operational needs.

What You'll Bring

- High school diploma or equivalent.
- Minimum two (2) years of relevant experience in a commercial kitchen, catering operation, or comparable food service environment.
- Demonstrated ability to instruct, coach, or mentor others in a practical work environment; experience supporting adult learners or individuals facing barriers to employment is considered an asset.
- Culinary training, Cook trade certification, or Red Seal certification are considered an asset.
- Current food safety certification and First Aid certification, or the ability to obtain and maintain these certifications within a timeframe established by Stella's Circle.
- Knowledge of strengths-based and trauma-informed practice or demonstrated willingness to develop this knowledge.
- Ability to interpret and follow recipes, plan and sequence production, maintain quality and portion standards, and respond effectively to changing priorities.
- Ability to provide clear, respectful work direction and feedback while collaborating effectively with the Chef Coordinator, colleagues, trainees, and participants.
- Strong organizational, communication, problem-solving, and time management skills, with careful attention to order accuracy and food safety.
- Computer literacy, including proficiency with email and working knowledge of Microsoft Outlook and Excel or comparable applications.
- A valid driver's license is considered an asset.
- A satisfactory Criminal Record Check with Vulnerable Sector Check is required as a condition of employment.
- Commitment to the mission, values, and strategic priorities of Stella's Circle.

The Details

This is a permanent part-time position. Please ensure your availability is flexible as this position may require day, evening and weekend shift work. The hourly pay range for this position is \$19.48 - \$22.06 plus gratuities.

How to Apply

Please send your cover letter and resume by August 26, 2026 to:

Michelle Moores

Human Resources Specialist

Stella's Circle

Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to champion growth and transformation through housing, mental health, and employment services. Our wrap-around programs are rooted in self-determination, recovery, and inclusion. Our vision is a home, a purpose, a community, and social justice for all. 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.

