

## **SUMMARY**

Coordinates all aspects of food preparation, serving and kitchen management activities associated with the delivery of a seasonal community based not-for-profit food services and Education Program for the annual Purple Woods Maple Syrup Festival. This is a seasonal position, required to work during the Purple Woods Maple Syrup Festival from February 26 to April 8, including weekends (closed for Easter from Friday, March 30 to Sunday April 1). **A mandatory half-day training and orientation session is planned for Saturday March 3, 2018.**

**The Festival hours of operation are 9:30 a.m. to 2:30 p.m. The Kitchen Supervisor is expected to work the following hours:**

- **During Festival program, report to work for 7:30 a.m. to 4:30 p.m. with one half hour break**
- **During Education program, report to work for 9:00 a.m. to 3:00 p.m. with one half hour break.**

## **RESPONSIBILITIES**

### Purple Woods Maple Syrup Festival Kitchen Operations

1. Daily operations of the kitchen and Heritage Hall, providing professional leadership and direction to staff and volunteers.
2. Ensures that all food preparation and presentations meet restaurant specifications and commitment to quality.
3. Maintains a safe, orderly and sanitized kitchen keeping accurate temperature control log and food premises cleaning schedule.
4. Demonstrates by example, using proper food handling techniques following the Region of Durham's Food Safety Training and Certification Program Course Manual.
5. Makes decisions within specific instructions and guidelines under the supervision of the CLOCA Special Events Coordinator.

### Administration

6. Performs a variety of administrative functions – processing of expenses, record keeping, and documentation of temperature controls.

### Other

7. Complies with CLOCA policies, procedures, vision and fundamentals.
8. Performs other tasks as assigned.

## **EFFORT**

1. Uses creativity, concentration and reasoning to organize staff and volunteers in activities related to food preparation, bussing of tables, management of waste, dishwashing and kitchen cleaning and maintenance.
2. Uses all senses to maintain a safe kitchen, taste for food production, sap and syrup.
3. Performs all food preparation activities such as lifting heavy cooking pots and grills, serving hot foods, standing for long periods of time, working in close quarters and in areas of hot ovens and grills. Stands, bends, stretches, lifts, carries and sits at a desk to perform duties of the job.

## **KNOWLEDGE**

1. College or culinary training or extensive cooking and production experience.
2. Commitment to quality service and food knowledge.
3. Basic math skills.
4. Knowledge of basic training techniques.

5. Must successfully complete an Ontario Food Handler Certification program and exam and fully understand the requirements which govern the preparation and sale of food to the public under the Food Premises Regulation.
6. Understanding of proper use and maintenance of major kitchen equipment, including stoves, refrigeration, slicer, knives and hand washing.
7. A minimum of 2 years working in a food preparation position.

**SKILLS**

1. Good organizational and communication skills.
2. Actively supervises, motivates and disciplines employees and volunteers.
3. Assists with hiring and training of all new employees and volunteers.
4. Ability to work in a high-energy and demanding environment.
5. Organization, strong leadership skills and a team player.
6. Works well under pressure.
7. Can effectively solve problems.
8. Able to take direction.
9. A minimum of two years working in a kitchen or education equivalent.
10. Must be familiar with the standards of the Hazard Analysis Critical Control Point program for food audits and self-inspections to reduce the risk of food borne illnesses.
11. Valid Drivers' License.
12. Certificate in First Aid/CPR.

**WORKING CONDITIONS**

1. 90% of the time standing and 10% of the time sitting.
2. Direct contact with visitors, managers, employees and volunteers.
3. Behaves professionally and can be flexible in a changing environment.
4. Must be able to carry loads greater than 11 kilograms (35 pounds).
5. Must speak fluent English.
6. Must be able to hear with 100 % accuracy with correction.
7. Must be able to see to 20/20 vision with correction.
8. Travel may be required for pickup of supplies.

**Wage:** \$14.00 to \$16.00 per hour, based on experience.

**Location:** Purple Woods Conservation Area, 38 Coates Road East, Oshawa, Ontario (at Simcoe Street)

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Please **email** your **resume** to:

Ms. Yvonne Storm, Education Instructor [ystorm@cloca.com](mailto:ystorm@cloca.com)

by **Friday, January 26 at 4:30 p.m.**

*We thank all applicants for their interest; however, only candidates under consideration will be contacted. Central Lake Ontario Conservation is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. CLOCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*