

**Position: Food Service Line Supervisor,
Where: Horizon Achievement Centre, 258 Ferry Street,
Sydney**

Details

Deadline to apply:

October 25, 2023 / 4:00 pm

Anticipated start date:

November 6, 2023

Submit resume to:

Lisa Reiley (Food Service Coordinator)

Schedule:

Full-Time

Compensation:

\$46,670 Negotiable with experience

Number of openings:

1

The Horizon Achievement Centre Food Service Department is a social enterprise that provides training and employment to adults with varying disabilities who have an expressed interest in pursuing a career in food services.

The Food Services Department provides catering and banquet services, baking products, a la carte items and on and off-site café services to businesses, government agencies and individuals throughout the CBRM. (add link)

Key Responsibilities:

- overseeing the kitchen staff, and participants to ensure that the food and service meets high-quality standards.

- provides the necessary support for the timely and accurate production of all a la carte menu items and catered events both inhouse and off site.
- Working closely with not only the catering staff but also the bakers and maintenance staff to ensure the entities within the food services divisions are properly prepped and stocked with the necessary ingredients as well as the set up and delivery of service.
- Along with the duties as line supervisor this position also has responsibilities of a direct care staff and will be assigned advocacy for several clients.
- Works closely with the department coordinator to develop new product lines, menus, events etc.
- Handles all customer orders, pricing and complaints in the absence of the Food Service Coordinator.
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Note: While standards hours of operation are 7:30 to 3:30, as with all positions within the food services division hours may vary depending on production demands.

Primary Duties:

Prepare and serve all menu items according to kitchen policies and procedures

- Coordination of daily duties for all catering staff and participants
- Early morning preparation of products for outside canteens, a la carte menu items and catered events.
- Over sees all Staff and Participants to ensure production demands and deadlines are met.
- Advocacy duties

Food Handling & Safety

- Ensure quality and safety of food preparation by maintaining standards and any additional sanitary measures including sweeping, cleaning, and sanitizing, proper covering, and storage of food items etc.
- Maintain all records including regular equipment maintenance, temperature logs and all cleaning duties as required. Ensure all equipment repairs are reported and completed in a timely manner.
- Ensure safety procedures are always followed as recorded in the Horizon Safety standard manual and according to the occupational health and safety.
- Report any infraction in food services policies and procedures

Kitchen Organization and Cleanliness

- Ensure cleanliness and organization of the kitchen including all equipment (ie: dishwasher, meatcutter etc)

Responsibilities for Kitchen Operations

- Lead kitchen staff and daily operations
- Ensures that all food and supplies are ordered and received in a timely manner so that adequate inventory levels are maintained to support volume or anticipated volume
- Ensure that kitchen activities operate in a safe, efficient, and timely manner

Qualifications:

Diploma in Culinary Studies or equivalent experience

Minimum three (3) years' experience in a kitchen/culinary setting

Minimum three (3) years' experience in a supervisory roll

Valid and up to date First Aid & CPR Certificate

Valid and up-to-date Food Handlers Certificate

Experience working with and advocating for vulnerable populations would be considered an asset

Core Competencies:

- Leadership
- Ethics and integrity
- Client and community-focused
- Initiative and problem solving
- Accountability & dependability
- Strong oral and written communication
- Teamwork & collaboration
- Detail orientation
- Adaptability

Work Conditions

Travel may be required

Manual dexterity required to use desktop computer and peripherals

Overtime (evenings and/or weekends) as required

Interacting with employees, management, and the public at large

Environment can be busy and/or noisy at times

Lifting required up to 50 lbs

Standing on feet for extended periods of time.

Must have own transportation and be willing to transport clients to and from community-based placements and activities as required.

About Horizon Achievement Centre

Horizon Achievement Centre is a nonprofit organization registered under the Societies Act of Nova Scotia and a Registered Charity under the Canada Income Tax Act. The Centre is governed by a volunteer community-based Board of Directors, each bringing their own personal and professional experience to this organization.

Established in 1984, the Horizon Achievement Centre has established its' place in this community as a leader in the delivery of services and employment options for people with disabilities and a prominent supplier of quality products and services to the Business Community.

The Vision of the Horizon Achievement Centre is to build a community where all people are treated with equality, dignity, and respect for their expressed choices, and who have equal opportunities to participate in society. Our mission to provide a variety of support services for individuals with varying abilities so that they can discover, develop and demonstrate their full potential in their pursuit of a quality life within and inclusive community. Horizon Achievement Centre is a not for profit.

Compensation Package

Horizon Achievement Centre believes in supporting the well-being of its employees and, in service of this, has created the following compensation package for permanent employees of Horizon Achievement Centre, in addition to their salaries.

Blue Cross: Medical, Dental, Life Insurance

Horizon Achievement Centre offers its employees group benefits provided by Blue Cross. Sixty percent (60%) of medical and fifty percent (50%) of life and dental are paid by the employer.

Manulife Defined Contribution Pension

Employees begin participation in Horizon's pension plan after completion of six (6) months of employment. Employees contribute up to 7% of their gross salary, deducted from their pay cheque. This is matched by the employer at seven percent (7%).

Professional Development

Horizon acknowledges and is committed to the ongoing professional development and lifelong learning aspirations of its staff.

Paid Holidays

Horizon observes thirteen (13) public holidays. They are: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day. The Board also reserves the right to close the office between Christmas and New Year's to enable employees to spend time with their families. This option will be reviewed, and a decision made annually depending on operational requirements. These non-statutory days will have no impact on employee vacation time.

Paid Sick Days

All regular full-time employees will earn 12 days of paid sick time during the annum.

Paid Vacation

All full-time employees will earn 10 days of paid vacation during the year, increasing to three weeks after completion of their probationary period.

Personal Days

Full time salaried employees after one year of employment will be entitled to three (3) days paid leave at the beginning of each calendar year. These are not transferable to the following calendar year.