

HOLLYHOCK

Position: Kitchen Manager

Reports to: Campus Director

Start Date: March 2019

Hours and Location: Seasonal (March - October) on Cortes Island

Wage: \$24.00/hour plus benefits

ABOUT US

Hollyhock exists to inspire, nourish, and support people making the world better. Hollyhock has been transforming North American society for over 37 years. From our humble beginnings in 1982 as a project of Greenpeace founders and human potential movement leaders, Hollyhock catalyzes connection, personal growth, and progressive social change. We run about 100 programs and conferences per year on our Cortes Island campus and in Vancouver, BC.

ABOUT THE ROLE

As a part of the Operational Management team, the Kitchen Manager provides Hollyhock vision, strategy, leadership, coaching, and support to all kitchen staff. This position leads the kitchen team in providing fresh, seasonal, nourishing food to our guests. The Kitchen Manager is responsible for 10-25 employees, and for executing meal plans for three meals a day up to 160 people.

ABOUT YOU

You are a creative and motivating professional who is willing to take on anything from prep work to preparing food as part of the kitchen team when necessary, but who knows how to delegate work effectively among your staff. You also have the skills to inspire a team and maintain a high level of emotional intelligence in a lively and sometimes high-pressure environment.

KEY RESPONSIBILITIES

- Manage a staff of 10-25 employees including scheduling, work habits, cleanliness and best practices for kitchen operations
- Maintain Hollyhock values to protect the environment and provide healthy food to our guests through concerted efforts to source organic food locally/regionally whenever possible
- Manage food costs within an established budget through effective sourcing and ordering practices and maximize garden to table opportunities with the Hollyhock garden
- Organize weekly schedules for kitchen staff
- This position is responsible for achieving and exceeding financial targets as outlined in the departmental budget

- Maintain inventory levels and conduct full monthly inventories
 - Ensure equipment is properly maintained
 - Maintain an overall kitchen appearance that is clean and orderly
 - Ensure safety in and around the kitchen environment
 - Create a friendly and cooperative atmosphere
 - Liaise with other operational managers
 - Assist with guests in lodge or as needed to support hosting duties
 - Responsible for recruitment, training and performance reviews of all kitchen staff
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QUALIFICATIONS

- Diploma or degree in commercial cooking preferred
 - Minimum of five years' experience in a high volume, commercial kitchen operation
 - Experience in restaurant management is an asset
 - Demonstrated leadership abilities and capacity to lead a diverse team of varying ages and experience
 - Ability to work in a fast-paced environment while ensuring high quality standards and professionalism
 - Ability to use all kitchen equipment in a safe manner
 - Ability to implement Health and Safety standards in all aspects of food preparation
 - Superior customer service skills
 - Proven ability to effectively manage a budget and meet financial objectives
 - Strong organization, administrative, and time management skills with experience creating and managing schedules
 - Demonstrates emotional intelligence and business acumen and maintains a positive and calm demeanor
 - Entrepreneurial spirit and ability to thrive in a fluid and dynamic environment
 - Effective conflict management and decision-making
 - Excellent written and verbal communication and numeracy skills
 - Strong computer skills
 - FoodSafe certificate required
 - Occupational First Aid certification is an asset
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APPLY

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.

To apply, send your resume and cover letter to odette@hollyhock.ca

Hollyhock is committed to creating a fair and respectful environment that protects and promotes human rights. Hollyhock believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.