

HOLLYHOCK

Position: Sous Chef / Kitchen Supervisor

Reports to: Chef

Start Date: April 2025

Hours and Location: Seasonal, April - October, full-time hours on Cortes Island

Wage: \$27 starting wage

ABOUT US

Community, connection and impact are the foundation of Hollyhock, through each uniquely curated gathering or program. Our vision is a living and loving planet for all, we nurture inspired leadership through collective and immersive experiences, through renewing people's connections to themselves, one another, and the natural world.

At Hollyhock, staff really care about each other. Season after season, staff consistently report that one of the best things about their work is the relationships they build with their colleagues.

We believe that our staff must reflect the diversity of the communities we serve. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

The Sous Chef is a leadership position that assists with the responsibilities of the Chef when the Chef is not present. The Sous Chef assists in leading the kitchen team to provide fresh, seasonal, nourishing food that is beautifully and consistently presented to our guests. They also uphold consistent quality service to ensure guest satisfaction and manage the safe delivery of allergen-free meals to guests with dietary restrictions. The Sous Chef is able to step in and perform all duties and functions in the kitchen and will regularly be scheduled to perform [Lead Cook](#) in addition to admin duties.

You are a creative, motivated professional who contributes to prep work and knows how to delegate appropriately. You know how to follow through on tasks, are a strong communicator, and take ownership of your work. You can motivate and inspire the kitchen and hosting team, and you have a genuine enthusiasm towards our guests and have a positive impact on their entire experience at Hollyhock. You will ensure that health

and safety standards are followed, that the standards of service are met, and that staff feel their needs are heard and addressed.

You can competently perform a variety of cooking methods and food preparation tasks. You can write and follow recipes, weigh and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking, and pastry. This position is responsible for providing the highest quality and maximum production in all areas of food preparation. You are responsible for ensuring that the meal is served on time and up to the standards given and for ensuring excellent production resulting in minimal food wastage or spoilage in the kitchen.

This sous chef leads a diverse team and actively participates in decision-making, collaboration, and communication loops with all Supervisors and Managers on our Cortes Campus.

WORKING CONDITIONS

This Position is exposed to continuous deadlines, in a fast-paced environment. The kitchen area is an open kitchen with a high level of guest interaction, the position is expected to exercise exceptional interpersonal skills to ensure customer service/satisfaction and dress in a clean presentable uniform. This position is responsible for operating equipment and preparing food in accordance with health and safety standards. Must be able to lift and carry up to 40 lbs, able to navigate stairs multiple times daily. Must be able to follow company policy in cases of injury or incident, guest complaints/questions, and power outages after hours.

KEY RESPONSIBILITIES

The Sous Chef is a team leader

- Perform the duties of the Chef when the Chef is not present
- Maintain focused, professional, constructive communication with all Staff, Guests, and Teachers.
- Assist Chef in all aspects of day-to-day operations of the kitchen
- Provide leadership and direction to staff, ensuring execution of all employee duties
- Complete the duties of a [Lead Cook](#) when scheduled
- Monitor operations to ensure compliance with WORKSAFE and VIHA regulations
- Ensure equipment is properly maintained
- Assist with the implementation and management of Hollyhock policies and procedures
- Support kitchen staff team to:

- Train new staff
- Performance management and mid-season reviews
- Work cross-functionally with teams to support other Hollyhock departments
- 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.
- Model Hollyhock staff culture to meals team

The Sous chef is responsible for guest experience

- Ensure allergen safety and that the daily restricted dietary needs of guests are met.
- Review guest feedback and uphold accountability for all aspects of guest meal experience standards
- Provide patient and respectful responses to guests' questions

The Sous Chef is responsible for food cost and quality control

- Guide daily kitchen staff on aesthetics, conduct, & cooking approach, at all times and ensure food is of the highest quality.
- Awareness of utilizing foods and ingredients that need to be used first.
- Order food, receive, and invoice submissions
- Maintain inventory levels and conduct full monthly inventory, record and note ingredients and supplies in need of restocking, ensuring the department has all inventory necessary to maintain service.
- Maintain a highly sanitary and organized kitchen, fridge, freezer, and all food production areas.

The Sous Chef is responsible for financial management

- Co-create weekly schedules for kitchen staff to ensure there are always enough staff to meet the demand and manage labour costs and overtime
- Direct the shift's restaurant staff on the day's plan – assigning specific tasks, set up, food preparations, instructing each individual's shift responsibilities, guiding 2nd and 3rd cooks.
- Manage overtime work hours by planning the days workflow, making sure that staff end their shifts on time, and delegating tasks effectively amongst the team.

QUALIFICATIONS

- 3 years of leadership and management experience in the restaurant industry
- Education/Diploma/Degree in culinary arts and/or equivalent experience of 5 years of professional cooking.
- Food Safe certification.
- Experience with group cooking and buffet service
- Excellent verbal and written communication skills
- Ability to work in a fast-paced environment while ensuring high-quality standards

and professionalism

- Ability to implement Health and Safety standards in all aspects of food preparation and service.
- Strong computer skills and proficiency in software applications including G-Suite (Gmail, GDrive, Calendar, etc) and Office Suite, and tech platforms such as Zoom, Slack, and Asana
- Strong organizational, administrative, time management, and self-starter abilities
- Occupational First Aid certification is an asset
- Demonstrated ability to lead through the lens of Justice, Equity, Diversity, and Inclusion, to lead a diverse team of varying ages, backgrounds, abilities, and experience.
- Occupational First Aid certification is an asset
- The successful candidate must be legally able to work in Canada and enjoy living in a remote setting

APPLY

Please apply using the online form at hollyhock.ca/jobs
You will have an opportunity to upload your resume and cover letter.

Or

Directly email Jodi your cover letter and resume at:

jodi@hollyhock.ca

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