



“An Equal Opportunity Employer”
EXTERNAL JOB POSTING

Applications are invited for: **Community Services, 15306 24th Avenue, Surrey, BC**

Classification: *Permanent Full Time- Manager of Culinary Training and Services*

Hours: *37.5 hours per work* - With flexibility based on the program needs

JOB DESCRIPTION: As per *the attached Manager of Culinary Training and Services* Role Description

SPECIFICATIONS REQUIRED:

- A professional cooking certificate;
- Food Safety Certification;
- A minimum of 5 years' experience in kitchen management;
- A minimum of 3 year of related supervisory experience;
- Previous teaching experience preferred;
- Preferred experience in program delivery related to the program to be supervised;
- Demonstrated knowledge of customized/supported employment models and career planning and assessments;
- Strong understanding of employment practices, standards and policies;
- Experience supporting people with developmental disabilities an asset;
- Ability to create and maintain a strong profile in the local community, provincially and within the sector;
- Strong leadership skills to manage staffing teams
- Daily access to and use of a personal vehicle suitable for transporting the person and program participants within the Lower Mainland of BC;
- Excellent oral, written, facilitation and interpersonal communication skills in English;
- Demonstrated teamwork, leadership and supervisory skills;
- Excellent decision making, problem solving and creative thinking skills;
- Excellent skills in crisis intervention and in teaching these techniques to others;
- Clear ability to work effectively with program staff, volunteers and non-profit, for-profit or publicly funded groups, agencies or organizations;
- Demonstrated ability to teach skills and work effectively with others in a team environment;
- Preferred knowledge of theory, principles and practices in the field of community living and in the particular program area;
- Excellent time and general management skills;
- A clean and current Criminal Record Check and up to date First Aid and CPR Certification;
- May be required to obtain a Class IV Driver's License; and
- A strong desire to function as part of the management team of Semiahmoo House Society.

WAGE RATE: To be negotiated depending on training and experience

Please send your resume to recruit@shsbc.ca

This position open to both male and female applicants and is an excluded position.



Name:	
Position:	Manager of Culinary Training and Services
Department:	Community Services
Manager's Title:	Associate Director of Community Services
Date (mm/dd/yy):	July 27, 2018

Purpose of the role (broad description of why the role exists)

To implement, monitor and deliver assessment based in-take services, pre-employment programs, and community inclusion services that are congruent with the vision and ends of the organization and that reflect organizational values that ensure a good quality of life, full citizenship and inclusion.

To systemactically train, prepare and support students from the Semaihmoos House community for increased employability opportunities in food and hospitality services.

Included:

Excluded:

Generic accountabilities—all employees (As an employee, I am accountable for the following)

- Doing my best at all times.
- Supporting the Society's Ends, Philosophy, Values Statement and strategic goals.
- Adhering to Society Policies
- Working cooperatively with others.
- Carrying out assigned work.
- Informing my immediate manager if progress on tasks is exceeding or is less than what is expected.
- Identifying, reporting and supporting recommendations for Performance and Quality Improvement (PQI)
- Asking my supervisor to clarify expectations when needed.

Manager accountabilities (As a manager, I am also accountable for the following)

- My direct reports' outputs
 - The result or impact of my direct reports' behaviour.
 - Deliver prescribed outputs/outcomes so that the quality, quantity and timeliness of tasks are met.
 - Effectively liaising with all relevant stakeholders i.e. families, support providers, related professionals, government agencies etc.
 - Collaborate with my manager to build and sustain an effective team capable of producing required outputs.
 - Following Person Centered philosophies and practices
 - Staying current and inform within my program and in my field
 - Continually improving my work performance and services I provide
 - Being an effective role model to those I support and work with
 - Providing my team with effective supervisory leadership, including
 - holding and attending regular team meetings
 - setting context for work
 - planning
 - assigning work effectively
 - appraising team members' personal effectiveness.
 - participate in merit reviews.
 - coaching.
 - involvement in the selection and inducting of team members.
 - Involvement in deselecting team members from a role
 - Continually improving processes
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Specific role accountabilities (These are a breakdown of the purpose of the role into key elements. They should be in enough detail to provide clarity on what the individual will be called to account for on the role. Accountabilities are not time-bound, or as detailed as goals, objectives or task lists.)

1. Planning:

- With the direct support of my manager, develop / execute a short term Culinary Training and Service (CTS) Plan to achieve departmental objectives (based on the Ends of the organization).
 - Oversee the development and implementation of Personalized Plans.
 - Supervise the monitoring, revision and evaluations of individualized plans to ensure that goals and strategies reflect needs, wishes and preferences.
 - Manage and oversee the development, assessment, modification and implementation of CTS curriculum.
 - Develop and manage the criteria for the application, screening and acceptance processes for new students.
 - Monitor the development, planning, organizing and implementing of group and individual activities that meet both the needs of the student's and the department mandate.
 - Plan and organize services for new program areas to meet individual needs and choices.
 - Ensure that goals and strategies in the Personalized Plan reflect individual needs, wishes and preferences.
 - Assess the potential for a revenue-based service that will support and sustain the training program.
 - Develop, implement and oversee opportunities for students to showcase student's culinary talents.
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2. Service Delivery:

- Plan, implement and monitors service delivery systems that meet the departmental objections based on the Ends of the Organization and the needs of the people supported in Community Services (CS).
 - Ensures procedures and practices are maintained, adhered to and continuously improved in order to assess the effectiveness of these services in meeting both departmental objectives and the needs of students, while remaining aligned with the Society's Ends; reporting assessments to my manager and recommend action where needed.
 - Develops the customized program curriculum using best practice standards according to the culinary industry.
 - Trains the support staff of the program to ensure learning outcomes that meet industry standards.
 - Teaches students and CTS staff using a variety of instructional methodologies to enable the development of skills necessary for increased employability and/or personal independence.
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- Reviews and continuously improves programs procedures and practices.
- Evaluates the day to day operation of the program to ensure the necessary resources and equipment are in place to meet the program's objectives.
- Supervise the planning and organizing of services for new program areas to meet individual needs and choices.
- Review the Society's Community Service (CS) philosophies, service options and intake processes when inquiries are made by potentially new service recipients.
- Control and direct the provision of the CTS Program.
- Recruit and select students with an interest in food service careers, primarily culinary and baking to prepare graduates for entry level positions in restaurants and related businesses with food service operations.
- Develop and maintain a curriculum that includes transferable 'soft skills' such as workplace communications, time management and teamwork.
- Oversee the completing and compiling of required documentation into Share Vision for all new students.
- Monitor the progress of each CTS student by compiling and reviewing assessments including updates to the person and their support network.
- Maintain on-going communication with other CS programs as to the assessment outcome and future placement of the Intake Hub and Discover Yourself (DY) individuals.
- Collaborates with community supports and CTS staff in order to provide and attain information that assists in maximizing students/staff potential in meeting their goals.
- Formally evaluate CTS staff and students in areas such as technical and interpersonal skill development, provide feedback, and assist in evaluations.
- Review the final assessments and recommendations with students and their support networks upon the completion of the CTS program and align CS services and placements based on these assessment and recommendations.
- Guide services that supports, and encourages the employment initiatives of the CTS department and potential job seekers.
- Monitors, assesses, and reports on the effectiveness of program services in meeting departmental objectives.
- Plan, organize, control and direct the provisions of services for new program initiatives to meet individual needs and choices.
- Maintain the Treehouse "Hot-Lunch" program as part of the regular training curriculum and to provide an opportunity for students to showcase their talents..
- Maintains and implements a cleaning routine which includes daily, monthly and annual cleaning of the food service areas.
- Ensures appropriate storage of food and kitchen supplies.
- Implement the CTS Execution Plan and develop actions to correct negative variances
- Advocate for inclusion and meaningful contributions by students in their communities; facilitate access to employment, transportation, community-based resources, supports and services; promote and contribute to community involvement, awareness and partnerships with individuals, groups and organizations.
- Monitor external environment for changes in regulations and emerging best practices.
- Guides the production and maintenance of records, reports, and correspondence.

3. Financial and Asset Management:

- Controls and manages the program's budgeting processes through reviews and recommendations.
- Supervises program expenditures to ensure they remain within the existing budget.
- Monitors trends in the programs budgets and implement actions to address negative variances.
- Reviews the maintenance and submission of financial records in accordance with established policies.
- Manages departmental physical assets:
 - *Management and maintenance of departmental resources including physical plant, equipment, inventory, supplies and vehicles*
 - *Uses assigned resources effectively to meet programs and student needs and requirements*
 - *Makes recommendations to my manager on resource needs*

4. Promote Professional and Organizational Effectiveness and Accountability:

- Communicate with direct report staff to enhance team and individual performance.
- Cooperate with team members to solve problems, resolve conflicts and make decisions.

5. Staff Leadership:

- Recruits and selects direct report CTS staff.
 - Establishes role responsibilities and role descriptions for CTS staff
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- Guides and reviews the orientation, training, development and performance of direct report staff,volunteers, practicum students and contractors.
 - Establishes and maintains staffing talent for the CTS department that meets current and future needs.
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6. Risk Management and Compliance

- Take all necessary actions to ensure compliance with statutory requirements, legislated regulations, policies, professional standards, and governance requirements in all programs.
 - Inform my manager of situations that could potentially create liabilities for the organization.
 - Produce and maintain appropriate records and statistics, and ensure all required documentation is accurate and complete.
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7. Building the Relationships Necessary to Further the Society's Vision and Mission

- Creates and maintains a strong profile in the local community, provincially, and within the sector.
 - Collaborates with other service providers and funders to develop and resolve intra-agency and cross agency initiatives and issues as directed.
 - Develops and sustains external relationships that could lead to employment opportunities for people supported.
 - Ensures a positive reputation of the CTS department in the community.
 - Maintains and improves relationships with students and relevant stakeholders.
 - Awareness of provincial and federal employment initiatives related to relevant program areas.
 - Represents the Society on multi-agency committees, projects, and working groups.
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So that...

The Society has Culinary Training and Services that achieve the following:

People with disabilities live self-directed lives in the community at a justifiable cost:

1. People are valued members of society:

- 1.1. People perform different social roles.
- 1.2. People are respected.
- 1.3. People live in integrated environments.
- 1.4. People participate in the life of the community.

2. People decide how they live their lives, and make informed choices:

- 2.1 People are connected to personal support networks.
- 2.2 People have intimate relationships.
- 2.3 People choose where and with whom they live.
- 2.4 People choose their work
 - 2.4.1 People have paid employment opportunities
 - 2.4.2 People have volunteer opportunities
 - 2.4.3 People have entrepreneurial opportunities.
- 2.5 People choose and use their environments
 - 2.5.1 People choose services
 - 2.5.2 People have recreational opportunities
 - 2.5.3 People have travel opportunities
- 2.6 People have educational opportunities
- 2.7 People have opportunities to explore spiritual needs

3. The rights of people are protected:

- 3.1 People are safe.
 - 3.2 People have the best possible health.
 - 3.3 People exercise rights.
 - 3.4 People are treated fairly.
 - 3.5 People are free from abuse and neglect.
 - 3.6 People experience continuity and security.
 - 3.7 People decide when to share personal information.
 - 3.8 The community is aware of the universal rights of all people
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In a way that...

- Incorporates best practices
- Follows the principles and practices of Person Centred Thinking
- Adheres to the Accountability Based Management Principles
- Builds trust while demonstrating and reinforcing our Values, Code of Ethics and Code of Conduct
- Embraces open and respectful communication and genuine relationships across internal and external stakeholder groups
- Models behavior that reflects the organizations values and desired culture
- Supports accountability for one's actions
- Brings out the best in people by fostering high performance, innovation, and initiative
- Shows resourcefulness and creativity at solving problems
- Promotes a forward-thinking and fun environment that celebrates diversity, team work and learning
- Takes a positive and productive approach to resolving conflicts
- Supports SHS's long term vision
- Makes best use of our resources, processes, and systems
- Ensures the rights of people as prescribed in the UN Convention on the Rights of Persons with Disabilities, the Canadian Charter of Rights and Freedoms and related legislation
- Complies with Collective Agreement
- Complies with all workplace Health and Safety Regulations including WorkSafe BC
- Complies with contractual obligations to funders
- Complies with the Occupational Standards of Competence for public service employees

Authorities and Boundaries**Working Conditions:****The Manager of Culinary Training and Services:**

- Works up to 37.5 hours per week with the hours delivered on a flexible basis including Days, Afternoons, and Weekends depending on the needs of the program participants;
- Is excluded from the bargaining unit;
- Receives benefits and enjoys working conditions as established by Society policy;
- Possesses personal transportation enabling unimpeded travel with program participants throughout the Lower Mainland of BC;
- Reports to work in the assigned location, which may be changed from time to time due to operational requirements;
- Functions independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations; and
- Possesses the level of physical fitness necessary to effectively carry out the duties of the position including being able to assist participants to transfer. Activities may include squatting, kneeling, bending, heavy lifting, climbing, etc.

Qualifications:

The Manager of Culinary Training and Services possesses:

- A professional cooking certificate;
- Food Safety Certification;
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