

We're Recruiting For...

Kitchen Manager

As a member of the Food Services management team and reporting to the Director of Food Services, the Kitchen Manager is responsible for all aspects of the food production for the Restaurant and Catering services currently offered and being developed at the Centre.

In collaboration with the Food Services management team, the Kitchen Manager leads and aligns the Kitchen team with the Centre's strategic planning priorities for operations. The Kitchen Manager's responsibilities include, but are not limited to:

- Overseeing the day-to-day operations in the Kitchen;
- Ensuring the cleanliness and maintenance of the Kitchen facilities;
- Managing assigned budgets related to food and labour costs;
- Leading the recruitment, performance management, training & development of the Kitchen team;
- Assisting in the development and implementation of plans, processes, and policies related to the Centre's food service and kitchen operations;
- Ensuring the Kitchen is represented on and actively involved in the efforts of the Centre's Joint Occupational Health & Safety Committee; and
- Modeling the Centre's Organizational Values & Leadership Behaviours in all aspects of the work.

Candidates interested in applying for this position should have:

- 5 years or more of progressive experience working in a Kitchen and leading to a supervisory or management role;
- Post-secondary education and/or training in Culinary Arts or a related field;
- High level of proficiency with the English language for speaking, reading, writing, and comprehension in a professional setting;
- Experience in supervising or managing a dynamic, multi-disciplinary kitchen team;

- Experience working collaboratively with the Restaurant/Catering Front of House and Management teams;
- Strong leadership skills and the ability to build and maintain professional relationships; and
- Experience managing and reporting on inventories, food and labour costs.

The following would be considered an asset:

- Red Seal Program Certificate of Qualification as a Chef;
- Bilingualism (French/English); and
- Previous experience or personal interest in the arts, culture, and/or tourism industries.

How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of Rob Warren, Food Services Manager by email at rwarren@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

Closing Date: 12pm Noon Wednesday, May 8, 2019

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities and upon request will accommodate candidates taking part in all aspects of the recruitment and selection process.