



EMPLOYMENT OPPORTUNITY

Team Leader of Kitchen Services, Turtle Bay Elder's Lodge

KSCS is seeking an experienced individual to provide supervision to the kitchen staff of the Turtle Bay Elder's Lodge (TBEL), coordinate the daily activities of the kitchen, and coordinate the weekly Meals on Wheels program.

Under the supervision of the Manager of Home and Community Care Services, the Team Leader of Kitchen Services is responsible to supervise staff in food preparation and to provide cooking services to the residents of the TBEL and Elders within the community under HCCS (Meals on Wheels & Wheels to Meals).

Required Education & Experience:

- High School Diploma with vocational training (DEP) in Professional Cooking Program with three (3) to five (5) years of related experience as a supervisor in kitchen services.
- Minimum high school diploma with five (5) to seven (7) years of related work experience as a supervisor in kitchen services.
- Hygiene and Food Safety Certificate.
- Strong conflict resolution skills and ability to multitask.

Status: Full-time position, temporary replacement.

Salary: Starting at \$32.70/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply: Friday, May 17th, 2024, at 4:00 pm

GENERAL INFORMATION	
Code: Job Title: Department: Date of Job Description: Date of Revision: Job Reports To:	MG2 Team Leader Kitchen Services Family Services, Home and Community Care Services, Turtle Bay Elder's Lodge - Kitchen Services March 22, 2016 July 24, 2019 Manager of Home and Community Care Services
JOB DESCRIPTION SUMMARY	
<p>Under the supervision of the Manager of Home and Community Care Services, the Team Leader is responsible to supervise the staff in food preparation and to provide cooking services to the residents of the Turtle Bay Elders Lodge and elders within the community under HCCS (Meals on Wheels and Wheels to Meals).</p> <p>The Team Leader with minimal direction, with respect to business objectives and organization philosophy, is a developing leadership position providing focused, tactical guidance to a group of staff. Combines fully qualified technical skills to contribute to the solution of moderately complex technical problems, with intermediate level skill.</p> <p>The Team Leader directs the development and implementation of activities in area(s) of expertise to meet goals, service objectives and standards. Participates in the administration of budgets and may make budgetary recommendations and approve staff expenditures. Develops schedules and manpower requirements for assigned areas. Selects, develops, and evaluates personnel to ensure the efficient operation of the function.</p> <p>Decisions based on significant analysis and interpretation within policy. Modifies methods, techniques and procedures to achieve results. Has full autonomy to deliver to predefined accountabilities. Technical output is trusted as accurate and sound.</p>	
CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
Provides supervision to the kitchen staff of Turtle Bay Elder's Lodge.	<ul style="list-style-type: none"> ➤ Provides leadership and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws by the following: ➤ Recruiting appropriate staff. ➤ Addressing complaints. ➤ Resolving problems. ➤ Training employees. ➤ Team-building activities. ➤ Directing specific work. ➤ Appraising performance. ➤ Recommendations for termination of an employee, when necessary. ➤ Evaluates service deliveries regularly and reports the results to the immediate Supervisor. ➤ Supervises personnel within the team as per his/her work plans. ➤ Coordinates, assigns works and provides supervision and direction to the team members. ➤ Conducts yearly performance appraisals of the team members. ➤ Addresses conflict resolution as it affects the work. ➤ Addresses complaints regarding staff. ➤ Establishes regular team meetings and conducts team-building activities with staff. ➤ Monitors and records work hours and approves timesheets; keeps record and approves employee's vacation, sick leaves and flexible hours. ➤ Authorizes purchase orders and cash disbursements up to \$500.00. ➤ Provides direction and guidance to the team in relation to KSCS Strategic Framework and Community Health Plan. ➤ Participates in the interviewing and hiring process for staffing. ➤ Ensures job descriptions are kept up-to-date and relevant to the mandate of KSCS. ➤ Ensures scheduling coverage for vacation, wellness, day and evening and holiday services. ➤ Delegates appropriate replacement during Team Leader's absence. ➤ Attends monthly Supervisory sessions. ➤ Participates in regular supervision sessions with immediate Supervisor. ➤ Responsible for researching, developing and implementing training for the staff. ➤ Identifies training needs and approves training requests of team members. ➤ Attends staff meetings/workshops/conferences relevant to area of employment. ➤ Serves as liaison to people who are unfamiliar with other resources. ➤ Supervises food production and service. ➤ Maintains standards of sanitation, safety and security.
Coordinates the daily activities of the TBEL Kitchen.	<ul style="list-style-type: none"> ➤ Plans, organizes, directs and controls the activities of the kitchen. ➤ Supervises food production and service.

	<ul style="list-style-type: none"> ➤ Maintains standards of sanitation, safety and security. ➤ Establishes and maintains a quality control program for the cooks. ➤ Responsible for the day-to-day menu of the Elder's Lodge. ➤ Ensures that the basic nutritional needs of the residents are met. ➤ Works in conjunction with nutritionist and health care providers to maintain well-balanced meals for all clients and those in need of special preparation and other resources, as the need arises. ➤ Places orders for food and supplies in conjunction with Manager of Facilities, so as to maintain adequate inventory. ➤ Keeps and maintains a daily log of TBEL residents and his/her whereabouts as it relates to meal preparation.
Performs additional responsibilities.	<ul style="list-style-type: none"> ➤ Coordinates the weekly Meals on Wheels and Wheels to Meals programs by contacting elders for his/her dietary restrictions and arranging meal delivery. ➤ Keeps and maintains statistics and accurate accounting of all monies received and paid out for the Meals on Wheels program. ➤ Establishes and maintains a Policy and Procedure Manual. ➤ Verifies quality and quantity of goods received and assures correct storage. ➤ Responsible for the cleanup of all equipment in regards to food storage and meal preparation. ➤ Ensures the refrigerator and stove are cleaned on a regular basis. ➤ Completes all required recording and passes on to the Manager of Facilities.
Performs any other job-related duties as may be required by the immediate Supervisor.	
COMMUNICATIONS	
Team Work:	➤ Frequently requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Occasionally trains or gives information to stakeholders or clients.
Leadership:	➤ Frequently provides a high quality of leadership required in relation to internal & external partnerships.
ENVIRONMENTAL FACTORS	
Environment:	➤ Regular work week, moderate flex required.
Stress Factor:	➤ Moderate stress with some periods of high stress.
Deadlines:	➤ Some tight deadlines (unplanned).
ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To ensure the provision of efficient and respectful supervisory duties to the Cooks of the TBEL under HCCS. ➤ To ensure the provision of safe and nutritious meals based on elder's needs. ➤ To maintain well documented logs for the diet of each elder. ➤ To ensure the proper sanitation practices of the TBEL kitchen and work area. ➤ To maintain confidentiality practices. 	
QUALIFICATIONS	
Education and Experience required	<ul style="list-style-type: none"> ➤ High School with vocational training (DEP) in Professional Cooking Program with three (3) to five (5) years of related experience as a supervisor in kitchen services. ➤ Minimum high school diploma with five (5) to seven (7) years of related work experience as a supervisor in kitchen services.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Hygiene and Food Safety certificate. ➤ Experience in supervising individuals. ➤ Strong conflict resolution skills. ➤ Ability to multitask. ➤ Strong time management and organizational skills. ➤ Good problem-solving and analytical skills. ➤ Ability to craft articulate documents such as proposals, reports, briefs and correspondence. ➤ Ability to work independently and in a team setting. ➤ Ability to ensure that all kitchen staff follows appropriate work schedules with respect to timing and sequence of duties. ➤ Knowledge of equipment pertaining to particular areas is essential. ➤ Valid driver's license and access to a vehicle. ➤ Regular work week requiring some overtime, evenings and weekends. ➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha. ➤ Knowledge of statistics.

Immediate Supervisor

Incumbent

Date