



RMHC®

South Central Ontario

Position Title: Culinary Programs Sous Chef
Position Type: Full-Time
Hours: 40 hours per week
*Some evening and weekend work will be required
Placement Location: 1510 Main Street West, Hamilton, ON

About Ronald McDonald House Charities® South Central Ontario

Ronald McDonald House Charities® South Central Ontario (RMHCSCO) is part of a network of 15 Ronald McDonald Houses across Canada. We provide a *home away from home* for families of children who are seriously ill and being treated at nearby hospitals. Built in 1993 and located next to McMaster Children's Hospital, RMHCSCO is independently owned and operated by Kid's Care Oncology Central West Ontario and is governed by a volunteer Board of Directors, managed by a small staff team and supported by a full complement of dedicated volunteers.

RMHCSCO expanded from our original 15-bedroom home to a 41-bedroom house and reopened in the Spring of 2012 to serve more families in their time of need.

JOB SUMMARY:

The Culinary Programs Sous Chef is a member of the Family Services team and provides support to the Culinary Programs Supervisor related to the RMHC South Central Ontario (RMHCSCO) Meals that Heal (MTH) program.

GENERAL RESPONSIBILITIES

- Support Culinary Programs Supervisor in the preparation of breakfast and dinner for the 41 families at RMHCSCO, 365 days per year
- Ensure all food (donated and purchased) is stored properly and meets expiration guidelines
- Supervise kitchen volunteers helping with prep work, serving and packaging of meals
- Engage Meals that Heal participants with meaningful and skill-appropriate tasks
- Ensure Family Kitchen is well-stocked with House food and supplies for family usage
- Provide communication to Development team for recognition of MTH sponsors and participants

SPECIFIC DUTIES

Daily Responsibilities:

- Support Culinary Programs Supervisor in meal preparation and menu planning
- Monitor Kitchen Volunteers helping with prep work, cleaning, serving and packaging
- Ensure kitchen is clean at end of shift and leftovers are packaged and labeled for families

Weekly Responsibilities:

- Ensure Family Kitchen is well-stocked and organized (perishable/non-perishable foods, supplies, dishes etc.)
- Provide support to Culinary Programs Supervisor on order/pickup/storage of all food
- Meet with Culinary Programs Supervisor weekly to discuss program and weekly plans

Additional Responsibilities:

- Collaborate with the Culinary Programs Supervisor on Meals that Heal program enhancement and expansion
- Work with Culinary Programs Supervisor to ensure food costs remain under budget
- Report any equipment maintenance/repairs as required to Culinary Programs Supervisor
- Work with Culinary Programs Supervisor to ensure weekly thorough cleaning of culinary space (including walk-in fridge, appliances)
- Train new Kitchen Volunteers as required
- Provide feedback regarding Kitchen Volunteers to Manager of Volunteer Services



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SCHEDULING

- Salaried position based on a 40-hour work week, Monday to Sunday
- Will include at least one weekend shift
- Schedule will be coordinated based on successful candidate's availability
- Shifts are scheduled around breakfast and/or dinner service, as well as House Signature Events

QUALIFICATIONS

- Excellent communication and organizational skills
- Culinary and Management training in Hospitality or Food Service
- Minimum of 3 years of related working experience cooking for a large group
- Candidate must enjoy interacting with people and have superior customer service skills
- Food Handler Certificate
- Basic computer skills
- Flexibility to work evening/weekends and travel as required
- Clean Police Record Check required

If you are interested in working with the RMHCSCO team and helping to provide a *home away from home* for our families, please apply by emailing your resume to: jobs@rmhcscoco.ca

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.

RMHCSCO is committed to offering reasonable accommodations to job applicants with disabilities. If you require accessibility accommodations to participate in the recruitment process for the above position, please state required accessibility accommodations with your email application.