



FOOD SERVICES COORDINATOR

We are looking for an energetic individual with experience managing a commercial kitchen to join our kitchen team. The Food Services Coordinator will coordinate and supervise kitchen staff, food preparation and cooking, and ensure safety and cleanliness standards are complied with.

POSITION DATES: April 30 – August 31, 2022. Possibility for employment through mid-October.

WAGE: Based on qualifications and experience. Room and board provided.

DUTIES:

- Train and, coordinate and supervise kitchen staff
- Coordinate and supervise food preparation and cooking for on-site and off-site meals
- Ensure all special dietary restrictions and allergies are met
- Ensure adequate storage of food supplies
- Ensure food waste is kept to a minimum
- Ensure sanitary conditions and food safety procedures are followed
- Ensure neatness and cleanliness of work area is kept
- Ensure daily kitchen clean-up is completed as required
- Coordinate food orders as needed
- Pick up groceries in Rocky Mountain House or Red Deer
- Develop new menu ideas and recipes
- Occasionally help with general camp clean up, including but not limited to: bathrooms, dining hall, students and teachers' cabins
- Maintain friendly atmosphere with co-workers

REQUIREMENTS:

- Experience in the food service industry, preferably in a management/supervisory position
- Driver's license
- Food safety certification
- Evidence of clear criminal record check

To apply, please send your resume and cover letter to Annabelle Oung at info@helaventures.com by February 15, 2022.