



**Job Description:** Program Chef – Full Time

**Our Mission:** 541 Eatery & Exchange is a not-for-profit café that believes everyone deserves access to good food. Our pay-it-forward button jar system and volunteers help us foster a diverse community of belonging around the table.

**Position Description:** Embodying the mission of 541 Eatery and Exchange, the program chef supervises and provides training and support to back of house staff and volunteers in all areas. This role is responsible for scheduling, training, and supporting people of all abilities. They will collaborate with the chef on several tasks to maintain kitchen operations, while primarily focussing on managing and supporting people.

**Rate of Pay:** Salary (\$20/hr) + benefits + 15 paid vacation days

**Estimated Hours of Work:** 35+ hours per week (includes Saturday hours as we're open Mon-Sat 8am-2pm)

**Reports to:** Executive Director

**Duties for this position include:**

1. Fostering a climate of respect and cooperation between all coworkers — both staff and volunteers.
2. Training, supporting and supervising all kitchen volunteers, line cooks and dishwashers.
3. Ensuring volunteers practice safe hygienic food handling at all times.
4. Ensuring all necessary baking and prep is completed in consultation with the chef.
5. Must be able to expertly perform the duties of all other kitchen staff and volunteers, including baker, prep cook and dishwasher if needed.
6. Working with the volunteer coordinator to ensure volunteers are scheduled efficiently during service hours and that the volunteer program is accessible to all volunteers.
7. Collaborating with the chef to plan, prep and execute all community holiday dinners.
8. Ensuring standard recipes are followed.
9. Recruiting, training, and managing co-op students and paid placements.
10. Organizing volunteer appreciation events with volunteer coordinator.
11. Working with the chef to order and receive stock.
12. Scheduling staff including, front of house managers, line cooks, and runners.
13. Performing all other duties assigned, including opening and closing when needed.

**Knowledge and Skill Requirements**

1. Excellent problem solving and organizational skills.
2. Previous experience working in a kitchen.
3. Previous experience coaching/teaching/managing young people and adults with varying personal and professional abilities.
4. Culinary Arts/Hotel and Restaurant Management Degree or Diploma and/or Red Seal Designation an asset.
5. Current Food Handler's certification.

**To apply:** Please apply with a resumé attached to [careers@fivefortyone.ca](mailto:careers@fivefortyone.ca). Only email applications will be accepted — no social media dm's please. We thank all applicants; however, only applicants that are being considered will be contacted. 541 exists to provide great food and foster belonging for all. Our supports, services and employment are open to people of all races, creeds, genders, and sexual orientation.