

## **CHEF MANAGER**

Civeo is a global workforce accommodation specialist that helps people maintain healthy, productive and connected lives while living and working away from home. Our unique approach focuses on guest wellbeing, operational efficiency, community building and a property development mindset – making us a leading provider of accommodation solutions.

**Civeo Premium Services Employees LP** is currently offering a **1-year contract** for a Chef Manager at the Trans Mountain Merritt Camp located near Merritt, BC. The successful candidate will be responsible for the inspection and evaluation of site cleanliness, food quality, presentation, inventories, bookkeeping and managing special requests and concerns. The Chef Manager is responsible for all aspects of the daily operation of the camp, from start up to shut down while ensuring the safety and smooth working order of the site and its staff.

The successful candidate will also be required to cook a wide variety of foods, develop meal plans, inventory and grocery orders, provide direction to kitchen staff, and ensure the highest quality of food and baking possible.

### **Key Responsibilities**

- Prepare, season and cook various food for the menus
- Supervise kitchen staff in the preparation, cooking and presentation of food
- Order food and kitchen supplies based on best price and budget
- Check orders received for quantity and quality of product
- Create new recipes to please customers
- Motivate and manage kitchen staff
- Create and follow menus
- Estimate labour and food costs and modify menus to stay within budget
- Check the quality of raw and cooked food products
- Ensure that sanitation standards are maintained
- Assist with staff development and training

### **Supervisory Tasks**

- Responds to client and staff inquiries and resolves issues and complaints
- Inspects and evaluates facility cleanliness, food quality, presentation and inventories
- Ensures all staff are adhering to all health, sanitation and safety standards
- Directs the setup and shut down of a site
- Schedules and supervises facility staff

### **Administrative Tasks**

- Responds to client's special requests and complaints
- Ensures the site is operating in a cost-efficient manner
- Receives and submits staff time sheets
- Fills out Incident and Injury Reports, as needed
- Maintains an inventory of vacancies, reservations and room assignments
- Welcomes, registers and assigns rooms to clients and staff
- Issues room cards

### **Bookkeeping**

- Prepares and distributes reports, such as resident listings, site location listings and room reconciliation
- Prepares weekly billing sheet distribution report
- Inventory

- Ensures ten days of food are always on hand
- Maintains inventory and records of food, supplies, equipment and costs
- Ensures enough consumables (diesel, propane, water, sewer and garbage disposal) are on site

### **Safety**

- Participates, accepts and adopts the safety principles described in Civeo's Making Zero Count safety program
- Holds weekly safety meetings and take minutes
- Works in a safe and responsible manner

### **Qualifications**

**Education:** Red Seal Journeyman Certification is required; a combination of experience and other cooking credentials may be considered. This position requires either a Hotel Management Diploma or equivalent management experience within the hospitality or food services industry. Equivalent experience Managing a remote site will be considered. A working knowledge of AB Employment Standards Code, AB Human Rights and WCB standards are an asset.

**Work Experience:** +4 years of experience in the food services or hospitality industry preferably in a remote environment.

**Technical Knowledge:** Valid driver's license, clean (5) year drivers abstract and provincially recognized Food Safety certification. First Aid certification is preferred. Working knowledge of MS Office and JD Edwards would be an asset.

Civeo Premium Services Employees LP is committed to the principle of employment equity. We welcome diversity and encourage all who are qualified to express their interest.