

## RED DEER DREAM CENTRE SOCIETY

Red Deer Dream Centre Society  
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### RED DEER DREAM CENTRE SOCIETY PHILOSOPHY

The Red Deer Dream Centre Society is a faith-based recovery organization working to change the lives of those most vulnerable men in the City of Red Deer and surrounding areas. Our holistic process of transformation helps individuals to escape the cycle of addiction so that individuals can lead healthier lives. We believe in a multi-phased process of recovery with the ultimate goal for our clients is to become productive, contributing members of society.

### OUR VISION AND MISSION

**VISION:** Every male has the opportunity to recover and live a life free from his addictions to alcohol and/or drugs.

**MISSION:** With compassion and respect, offer programs that support our clients physically, mentally, emotionally, relationally, and spiritually as they work towards a purpose-filled life capable of sustained sobriety and recovery.

### POSITION SUMMARY – FOOD SERVICES MANAGER

Reporting to the Operations Manager, this position is responsible for all aspects in the management and coordination of activities in the Food Services department. This includes but not limited to the development of menus, acquisition of all resources required for the delivery of meals to clients and others in the facility. Incumbent will be responsible for ensuring Food Services staff are well trained according to food safety legislation as well as internal policies and procedures to ensure the department is maintaining the highest professional food quality and sanitation standards. Administratively, the Manager will develop and monitor the department budget, determine staffing and volunteering levels required for a 7-day / 3 meals + snacks / day operation. Manager will also develop and maintain relationships with suppliers, donors, etc. When required, Manager will provide leadership for special events requiring food services.

Typically, this will be a .75FTE position. However, there may be times when extra hours are required. These would typically result at such time FS staff were absent and/or other Centre staff or volunteers were not available. Also, special events may require FS Manager to be on site.

## **ROLES & RESPONSIBILITIES**

### **Phase I – Prior to Opening**

- Develop Policies and Procedures for Food Services (FS) department
- Finalize staffing and volunteer needs including proposed scheduling of same
- Consider self-serve on weekends and present recommendations to E.D.
- In partnership with the E.D., recruit FS staff
- Initiate listing of furniture & fixtures requirements department for the both the kitchen & FS office (countertop appliances, dishes etc in the kitchen & computer, desk etc for the office),
- Initiate listing of all food related supplies required to fully stock the kitchen
- On-board staff and volunteers (will be on-going as well, extra effort likely required in beginning)

### **Post-Opening / On-Going Responsibilities**

#### **Food Management**

- Develop recipes and techniques for food preparation and presentation which helps to assure consistently high-quality meals
- As required and/or preferred, work alongside FS staff to prepare meals and snack items for clients
- Manage food preparation, ensuring it is ready according to the predetermined schedule
- Reduce food waste by developing menus and recipes that utilize left overs and donations
- Ensure practices are in place for safe storage
- Establish and maintain a regular cleaning and maintenance schedule for all kitchen areas and equipment. Regular checks and training on same should be in place.
- Approve the requisition of products and other necessary food supplies and department cleaning supplies
- Maintain relationships with suppliers and regular food donors to ensure we continue to receive quality food
- Provide leadership to special events when food service is requested

#### **F.S. Administration / Management**

- Recruit staff and volunteers as required.
- Ensure performance evaluation process is in place according to the RDDC HR policies
- Prepare necessary data for the FS budget; projects annual food, labor and other costs
- Provide E.D. with a monthly variance report (budget vs actual spending).
- Maintain systems to track donations.
- Schedule and coordinate the work of all FS staff and volunteers.
- Provide training and professional development opportunities for kitchen staff
- Continually look for ways to utilize clients, maintaining all pre-determined policies and procedures
- Directionally, consider culinary classes and present recommendations to leadership team

## **Other Considerations**

As noted in the summary, additional hours may be expected but typically not on an ongoing basis.

Recognizing this is an addictions recovery facility, the FS Manager may be subjected to difficult situations involving clients.

Training will be provided to all staff and volunteers regarding skills such as defusing issues and when necessary, post-trauma counsellors will be called in.

## **Experience and Education:**

- 3-5 years executive chef experience or 5+ years Sous Chef experience
- Experience in the non-profit sector an asset
- Red Seal Certification and Food Safe Certification
- Current CPR/First Aid Certification
- Class 5 Driver's License and access to a vehicle

## **Management Skills:**

The FS Manager requires a combination of cooking management and leadership skills and should include such areas as:

- Excellent leadership and organizational skills, including strong problem-solving, and analytical skills; able to manage priorities and workflow
- Knowledge in interviewing, selecting, training, supervising, kitchen employees and volunteers.
- Ability to produce a high volume / high quality of food in a timely manner
- Strong work ethic, ability to be productive in an ever-changing environment
- Ability to work effectively and collaborative with different teams, service groups, relevant boards and committees
- Acute attention to detail and a commitment to excellence and high standards
- Excellent working knowledge of Microsoft Office Programs