

## 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 men suffering from addictions. 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, one that will enable our clients to ultimately become productive and 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:** To provide recovery programs based on Christian values that allows our organization to support men physically, mentally, emotionally, and relationally so that they can achieve a life of freedom from addiction.

### POSITION SUMMARY: Food Services Manager

The Red Deer Dream Centre Society (RDDC) is seeking an experienced Food Services Manager to oversee the management of the Dream Centre kitchen. Includes the stewardship of finances and ensuring health and safety standards are upheld. They will provide leadership to kitchen support staff, clients and volunteers, while modelling the values and culture of RDDC. Additionally, you'll display a proven ability to maintain an environment of trust, diversity and inclusion within your area.

Reporting to the Operations Manager, your primary responsibilities will include but not limited to:

- In cohesion with Operations Manager, develop policies, procedures and protocols as they relate to the management of Food Services, ensuring compliance with government standards and regulations; including input into the Volunteer Handbook accordingly.
- Train staff, clients and volunteers accordingly to maintain a healthy and safe environment in the kitchen.
- Develop and manage Food Services budget.
- Manage kitchen inventory and food purchasing,
- Meal planning for a 24-7 operation.
- Ensure Food Safe practices are applied
- Interview and onboard kitchen staff, and volunteers (as required)
- Scheduling weekend staff and volunteers
- Establish contracts with vendors
- Assist the Director Operations to ensure proper forecasting for facility upgrades and/or equipment replacements

- Conduct daily inspections ensuring the kitchen is well-maintained, conducting proactive maintenance checks and completing minor routine repairs.
- Ensure staff and volunteers that require special certifications are up to date.

#### QUALIFICATIONS

- Proven experience as Food Services Manager and familiar with best practices
- Understands and supports the direction of the Dream Centre
- Exceptional time management
- Flexible to meet the needs of the kitchen
- Current Food Safe Certification
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Good analytical/critical thinking for problem solving and decision making
- Team Player and Team Builder
- Strong Emotional Intelligence skills
- Current CPR/First Aid Certification

#### EDUCATION & EXPERIENCE

- Minimum of 3-5 years Food Services Management

JOB TYPE: Permanent Full-time

Please forward resume to Bobbi Kroeger at [bobbi.kroeger@rddc.ca](mailto:bobbi.kroeger@rddc.ca)