

## Social Enterprise – FoodWorks Sous Chef

### Summary of Duties and Responsibilities:

FoodWorks is an Operation Come Home social enterprise that provides catering and other food preparation and delivery services to community members, events and individuals. FoodWorks will provide homeless and at risk of youth the opportunity to gain work skills through supportive, paid employment positions within the social enterprise. During their employment youth will be provided with training and guidance to develop and/or strengthen their culinary skills which will aid them with future employment opportunities. The goal of the social enterprise is to provide quality food products or our customers, excellent customer service and most importantly employment opportunities for vulnerable youth in Ottawa.

### Primary Duties and Responsibilities:

#### Kitchen Operations

- Ensure the execution of catering and food orders are completed accurately.
- Confirm the quality, taste and presentation of all food orders prior to delivery
- Have all food orders completed and ready for delivery leaving adequate time for delivery
- Oversee and assist youth employees with food production
- Ensure health and safety of youth employees, volunteers and visitors while on site of the kitchen
- Assist youth employees in developing and strengthening culinary skills by completing workshops and demonstrations
- Ensure the kitchen space is consistently kept clean and clear of hazards in accordance to Ottawa Public Health guidelines
- Ensure that all required inspections and maintenance checks are completed for kitchen space and equipment

## Board of Directors

**Chris Day, Director**  
President  
Winston Wilmont Inc.

**John Heckbert, Director**  
Executive Director  
Operation Come Home

**Elsbeth McKay, Director**  
Executive Advisor  
Operation Come Home

## Board of Directors

**Chris Day, Director**  
President  
Winston Wilmont Inc.

**John Heckbert, Director**  
Executive Director  
Operation Come Home

**Elsbeth McKay, Director**  
Executive Advisor  
Operation Come Home

- Complete required grocery shopping or food ordering
- Develop food inventory and tracking systems to minimize food waste and cost
- Develop container inventory tracking list and complete container orders with outside company
- Adhere to FoodWorks' Accounting Policy and Procedures to ensure monetary funds are requested, tracked and receipts are provided in accordance to the policy

### **Hours of Work:**

- 20-40 hours a week
- Must be available: daytime, occasional evenings and weekends

### **Requirements:**

- A minimum of 2-3 years in a professional culinary setting
- Completion of high school education
- Food Handler Certificate (will train)
- Food Safe Certificate (will train)
- Police Background and Vulnerable Sectors Check

### **Assets:**

- Culinary arts degree, education at a culinary institute, or equivalent experience
- First Aid and CPR Level 1 Certificate

Operation Come Home is committed to ensuring that all employment practices are inclusive. As an organization we are committed to providing and arranging accommodations for candidates upon request. Only applicants selected for interviews will be contacted.

P.O. Box / Casier Postal 53157, Ottawa, Ontario K1N 1C5  
Tel / Tél: 613-230-4663 Fax / Téléc: 613-230-8223  
Email / Courriel: [info@operationcomehome.ca](mailto:info@operationcomehome.ca) [www.operationcomehome.ca](http://www.operationcomehome.ca)

**Charitable # / Numéro de charité: 11906 8997 RR0001**