



## Seasoned Spoon Café

1600 West Bank Drive  
Champlain College, Trent University  
Peterborough, ON  
K9L 0G2  
seasonedspoon.ca  
705-748-1011 x6086

### The Seasoned Spoon is Hiring!

The Seasoned Spoon is a non-profit, vegetarian, cooperative café located at Trent University. In addition to serving delicious, affordable, local, and organic food, we also provide a number of educational initiatives through volunteer opportunities, workshops, community meals and special events. The Seasoned Spoon offers employment opportunities to students and we are proud of our strong ties to the local community, including producers, businesses and community organizations. We seek to provide a collegial space where we build community through food.

The Seasoned Spoon Café is looking to hire a Kitchen Manager for an 8-month recurring contract position at 35-40 hours/week, over 32 weeks, starting the week of August 26<sup>th</sup>, 2024 until late April, 2025, please note this includes a 3-week unpaid break from mid-December to early January while the café is closed. We are seeking a self-directed individual to work in a leadership role in the cafe. We are excited to be posting this position, as it has rarely been vacant since the founding of our organization in 2003.

**Compensation:** \$21.00/hour, including Extended Health and Dental Benefits

The Kitchen Manager is responsible for managing the kitchen in the afternoon and is responsible for staff scheduling, staff support and managing afternoon catering orders. This is one of four management positions at the Seasoned Spoon. You will be working alongside an Executive Director, Head Cook, Education and Outreach Coordinator, as well as a large student staff. In particular, the Kitchen Manager works closely with the Head Cook, who oversees most aspects of running the kitchen, including menu creation and inventory.

An awareness of the challenges and opportunities that are inherent with local food sourcing and food sourcing outside mainstream channels of commercial food production will be an important part of this position. Understanding the Spoon's role as a cooperative, social enterprise and keeping a commitment to the Spoon's mandate is necessary.

#### The Kitchen Manager is responsible for:

- Overseeing the day-to-day operations & maintenance of the café
- Overseeing afternoon prep tasks
- Overseeing and ensuring cleaning and closing tasks are done efficiently
- Ensuring compliance with relevant health and safety requirements

- Coordinating afternoon catering activities
- Oversee the drafting of the staff schedule, including extra shifts needed for catering or due to staff absence/illness
- Maintaining regular communications with the other managers to ensure the efficiency and solvency of café operations
- Supporting the Head Cook in coordinating food purchases and orders
- Supervising, training and directing kitchen staff and volunteers
- Participating in staff hiring, feedback, evaluation and discipline
- Providing feedback to the Executive Director in the area of food pricing, menu options, and catering rates
- Advising the Executive Director of any issues related to the purchase, repair, or replacement of café equipment

### **Required Skills and Qualifications:**

- Kitchen management experience and a thorough understanding of kitchen operations
- Fostering an inclusive environment
- Knowledge of how to preserve, store, and prepare seasonal food
- Knowledge and interest in the politics of equitable food and regenerative agriculture
- Strong communication and interpersonal skills
- Good organizational skills, punctuality, and attention to detail
- Ability to manage multiple projects in a dynamic environment
- Food Handlers Certificate or willingness / ability to renew
- Access to a vehicle is an asset

### **Additional Considerations:**

- This position is physically demanding and can involve many hours spent standing. The ability to lift up to 50lbs is required.
- While the shifts are typically late morning-late afternoon, Monday to Friday, the Kitchen Manager may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends.

The Seasoned Spoon is committed to employment equity and diversity in the workplace. We encourage applications from persons with disabilities, women, LGBTQIA2S+ individuals, and BIPOC community members.

**For more information, or to submit your Resume and Cover Letter, write to [spoonkitchenjobs@gmail.com](mailto:spoonkitchenjobs@gmail.com).**

\*While we appreciate your interest in the position, only applicants selected for an interview will be contacted directly.

**Application Deadline: Sunday, February 4<sup>th</sup>.**

**Start Date: Late August 2024, with training in March/April 2024.**

The Seasoned Spoon is located in Nogojiwanong (Peterborough ON). We recognize that this is the traditional territory and ongoing treaty lands of the Michi Saagiig Nishnaabeg including the First Nations of Alderville, Hiawatha, Scugog Island, and Curve Lake, the Métis of Burleigh Falls, as well as the Chippewas of Beausoleil, Georgina Island, and Rama, all of whom are collectively known as the Williams Treaties First Nations. We strive to honour the principles of respect, reciprocity, relationality, responsibility, and restoration as we carry out our purpose as an organization.