

Job Title: Kitchen Supervisor

Date: April 2025

Reports to: Food Services Manager (FSM)

Job Summary:

To oversee all activities in the kitchen under the leadership and guidance of the FSM, as well as to ensure that meals and snacks are prepared and served to the standards and practices set forth by the FSM.

Responsibilities:

- Directs meal preparations according to the menu set out by the FSM
- Assigns various duties to kitchen staff & volunteers
- Ensure Food Safe practice guidelines are followed by staff
- Oversees special dietary needs
- Organizes the timely and orderly serving of meals
- Assist FSM in food ordering, preparing menus, inventory management and waste management
- Provides spiritual leadership as required in the workplace
- Able to assume all duties of the FSM if the need arises
- Authority to make serving and menu decisions in the absence of the FSM
- Attend weekly staff meetings

Academic/Educational Recommendations

- Food Safe Certificate
- High School Diploma
- Red Seal Chef
- Bible College Education

Required Skills/Experience

- Experience in the food service industry
- An evident passion for cooking and hosting
- Experience in summer camp and/or college kitchens
- Good communication skills
- Ability to follow directions and take instruction
- Ability to give instruction and to lead teams
- Awareness of cooking and baking basics, including the ability to increase and decrease recipe measurements
- A willingness to learn new skills and try new ideas

Working Conditions

The working atmosphere of any kitchen can, at times, be demanding and stressful. We strive to provide an enjoyable and meaningful work experience. We may take time from our busy schedule for daily devotions and prayer. We encourage godly and Christian behaviour and interaction in the workplace.

Staff will be asked to sign their agreement with SBC's Theological Statement and adhere to SBC's Code of Conduct. Written expectations will be provided as requested or during the interview process.

Staff Housing

One of SBC's values is to attract and retain the very best of staff. Housing is an important part of how we care for our team. Rent will not be collected, and the camp will cover utilities, taxes, and insurance; however, staff housing is a taxable benefit and is considered a portion of the compensation package. All the laws of the province protect the tenant. The tenant will be responsible for maintaining their yard, clearing snow, and keeping the home in an orderly, well-kept manner. Because housing is a part of the package, SBC reserves the right to charge rent if the staff becomes unemployed, takes maternity, sick leave, or otherwise. Rent will be collected at fair market value. SBC also reserves the right to move staff to another home if the team composition requires it. A minimum of 1 month's notice will be given. Our endeavor is not to interrupt unless necessary. Every attempt will be made to promote housing only based on conversations with all parties impacted. Though unlikely, some extenuating circumstances may dictate that we have to move someone to a smaller space.

Fair Market Value \$ _____
(in the event the staff is no longer employed or temporarily unemployed)

The above information is correct as approved by:

(Signed) _____ (Signed) _____

INCOME COMPARISONS	25/26	26/27 Wages	RRSP Match	Holiday	Housing Benefit	Utility Benefit	Ext. Medical	Property Maintenance	GROSS
Kitchen	\$17.85 – \$21.28		\$75/m 900/yr Value	2 weeks Negotiable	\$2000/month \$24,000 Value	\$300/month \$3 600 Value	\$411.67 \$4,940.04 Value		

Note: The above chart is a sample. Housing benefit, Ext. Medical, RRSP are all impacted by which house and how much salary is paid out. A more accurate package will be determined leading up to the interview process. Wages are determined by experience and education. The above is a grid from which we determine compensation.